



Wellnomics® Breaks & Exercises (WorkPace®) v5.0

User's Guide

© 2014 Wellnomics Ltd

Ref:

WWP5.0/UG/EN/10/14

Note: Many of the materials referred to in this document are copyright of Wellnomics Limited. Contents of this document and any other documents provided by Wellnomics Limited should not be divulged to, or provided to, any other third party outside The Client or its contracted consultants.

Copyright statement

Copyright © 2000-2014 Wellnomics Ltd. All rights reserved.

No part of this Wellnomics Ltd manual may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise without prior permission from Wellnomics Ltd.

Trademark

Wellnomics® and Wellnomics® Breaks & Exercises (WorkPace®) are registered trademarks of Wellnomics Ltd.

Third Party Trademark Attribution

Windows®, Windows NT®, Microsoft Word® and Microsoft Excel® are either registered trademarks or trademarks of Microsoft® Corporation in the United States and/or other countries.

All other products mentioned herein are for identification purposes only and may be registered trademarks or trademarks of their respective companies. All other brand names or trademarks are the property of their respective owners.

Disclaimer

WELLNOMICS LTD PROVIDES THE SOFTWARE "AS IS" WITHOUT WARRANTIES OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF INTELLECTUAL PROPERTY.

Neither Wellnomics Ltd nor any of its directors, agents, consultants, contractors, employees, distributors or dealers shall in any event be liable for any indirect, incidental or consequential damages arising from the use of this SOFTWARE or from the use of any instructions, advice or recommendations given by the SOFTWARE or made verbally or in writing by Wellnomics Ltd, or any of its directors, agents, consultants, contractors, employees, distributors or dealers. Wellnomics Ltd may make improvements and/or changes to the SOFTWARE and/or to any instructions, advice and/or recommendations associated with the SOFTWARE at any time without notice.

Your risk of injury may be affected by workstation design, keyboard design, posture, chair design, time worked without rest breaks, type of work, activities outside the workplace, and individual physiology. The SOFTWARE should in no way be considered a substitute for treatment by a qualified physician. If you have a pre-existing medical condition, please consult your physician prior to using this product. If discomfort develops or continues, discontinue use and consult a qualified physician. Wellnomics Ltd reserves the right to make periodic changes, enhancements, revisions and alterations of any kind to the SOFTWARE price and/or the Online help and Manual without any prior notice to any person, institution, or organization.

WorkPace and Wellnomics Risk Management have a significant reliance upon Microsoft software, utilities and operating systems. Between significant version releases of such products Microsoft issue a large number of Service Packs and Software Updates, often at short notice. Experience has indicated that Service Packs and Software Updates can have unexpected impacts on operational systems not necessarily covered by the supporting documentation.

As a software vendor Wellnomics Ltd endeavors to check the impact of such Service Packs and Software Updates, however we are unable to replicate all of our client's technical environments and configurations. This can lead to situations where our own tests reveal no problems but some customer's installations exhibit detrimental effects from installing the Service Pack or Software Update.

For the above reasons you are strongly advised to investigate, in a test environment, the impact of a Service Pack or Software Update on the operation of the Wellnomics applications, as well as any other applications likely to be affected, prior to applying to an operational / live system.

Contents

Contents	3
1 About This Guide	5
2 Introduction	7
Office Ergonomics and Wellnomics® Breaks & Exercises (WorkPace®)	7
WorkPace Features	8
Getting the Most from WorkPace	9
Further Information	9
3 Getting Started	11
System Requirements	11
Installing Wellnomics® Breaks & Exercises (WorkPace®)	11
Running WorkPace for the First Time	13
Setup Wizard	14
Standby	18
User Sign Up	18
Exiting WorkPace	19
Getting Help	19
4 Using Wellnomics® Breaks & Exercises (WorkPace®)	21
Overview of the WorkPace User Interface	21
Status Panel	23
Things you can do from the Status Panel	23
WorkPace in the System Tray	24
Alerts and Break Windows	24
WorkPace Console	26
Work Intensity Indicator	27
Break Compliance Indicator	27
Micropauses	28
WorkPace Breaks	32
Desk-Mode Breaks	35
Exercises and Stretches	36
Daily Limits	38
Viewing Charts and Statistics	39
Special Health and Safety Regulation Requirement	41
5 The Wellnomics® Breaks & Exercises (WorkPace®) Console	43
Settings	44
Preferences	51
Statistics	53
Registration	55
Help	55
6 Fine Tuning WorkPace	57
Setup Wizard Questionnaire	57
Setup Wizard Presets	58
Fine-Tuning Micropauses	59
Fine-Tuning Breaks	60
Fine-Tuning Exercises	62
Fine-Tuning Daily Limit	62
Fine-Tuning Status Panel	63
7 Glossary of Terms	65
8 Index	67

1 ABOUT THIS GUIDE

This guide has been written for users of WorkPace 5.0.

What this Guide covers:

- An introduction to WorkPace
- Advice on getting started
- Help with using WorkPace
- Features of the WorkPace Console
- Tips on fine-tuning WorkPace

Note: Unless otherwise indicated, the items covered in this guide refer to the Windows version of WorkPace 5.0.

For more information on WorkPace, see the website at <http://www.workpace.com>

2 INTRODUCTION

In This Chapter:

Office Ergonomics and Wellnomics® Breaks & Exercises (WorkPace®)	7
WorkPace Features	8
Getting the Most from WorkPace	9
Further Information	9

Office Ergonomics and Wellnomics® Breaks & Exercises (WorkPace®)

Over the last few decades information technology has revolutionized the way in which we work, with computers now the most commonly used tool in the workplace. As many tasks have now shifted into the electronic realm (such as email, personal organizers and online documentation) there is increasingly less physical variety left in our work. Many long-term computer users complain of eyestrain, headaches, discomfort and pain in various parts of their upper bodies. Lack of physical activity in our work day can also decrease our ability to focus on the task at hand and reduce our effectiveness and productivity.

This now well recognized problem has led to the development over the last decade of the field of 'office ergonomics'. Many devices and tools - including copy holders, ergonomic mice, ergonomic keyboards, forearm and foot rests have been developed to try to make computer use more comfortable, and less likely to cause problems. However there is an increasingly common misconception that office ergonomics is now just about designing comfortable workstations and equipment. In reality, ergonomics is the science of 'fitting the task to the worker', and this involves more than just the physical environment. Although less tangible, other factors including workload, work flow, task variety and psychological demands are just as important. Good ergonomic equipment makes it easier for our bodies to cope with these factors, but it is not enough - there is an increasing need to 'reintroduce' this lost physical variety, in order to maintain maximum well-being and productivity. WorkPace is a software tool designed to help you achieve this, in a manner which fits in with your work as smoothly as possible.

WorkPace reintroduces physical variety into your work day by prompting you to take micropauses to relax your muscles, reminding you to take regular breaks away from the computer, and guiding you through exercises and stretches to re-invigorate your body and mind. Introducing regular breaks and variety into your work day has now been proven to both increase productivity and reduce discomfort and complaints among computer users.

(see www.workpace.com/doc/Research-on-Benefits-of-Break-Software.pdf for more information).

Using WorkPace enables you keep working safe in the knowledge that the risks of prolonged computer use are being minimized.

What does WorkPace do?

WorkPace helps you achieve safe and healthy work habits at your computer by:

Educating you about muscle fatigue and recovery.

Alerting you to when micropauses and breaks are needed.

Guiding you through regular exercises and stretches designed to reduce fatigue.

Monitoring your exposure to, and the intensity of, your computer use.

Providing you with feedback on how you are doing.

WorkPace is like an intelligent office friend who keeps you healthy and productive, by sitting in the background and watching your work habits. You can relax in the knowledge that WorkPace is looking after you - helping you to minimize the risks, and maximize your productivity at your computer.

Let's take a look at how WorkPace monitors your computer activities, and how it knows when to prompt you into taking a break.

WorkPace Features

WorkPace has many features:

Setup Wizard creates a customized profile tailored to your needs

After completing a questionnaire on your computer use and any pre-existing complaints, the Setup Wizard creates a customized breaks and exercise profile adapted to your needs.

Reminds you to take both short and long breaks

WorkPace provides reminders to take both short relaxation breaks (called 'micropauses'), and longer breaks away from the computer to introduce physical task variety and allow muscle recovery.

Exercises and stretches

WorkPace guides you regularly through a range of exercises and stretches specifically designed for computer users.

Continuous on-screen feedback on break times, work intensity and break quality

The unique WorkPace Status Panel provides you with a continuous readout of your work intensity, and your break compliance. Timers show when the next break is due.

Continuous feedback on your working habits is now provided with the Work Intensity and Break Compliance Indicator. See at a glance how intensively you have been using the computer, and how well you have taken needed breaks.



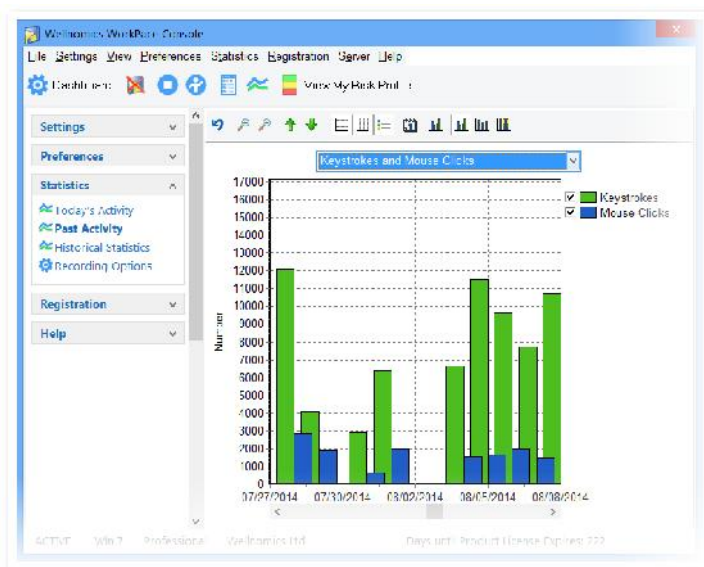
Work Intensity Indicator



Break Compliance Indicator

Charts and statistics of your computer use

To help you manage your workload better, WorkPace displays statistics on your computer use. These include how much time you spend on the computer, how often you take breaks, and how many keystrokes and mouse-clicks you do. You can look at charts of these statistics to see how your computer use varies during the day, or across many months.



Support for multiple languages

WorkPace supports several languages, including English, Dutch, Spanish, Portuguese, Norwegian, Swedish and Russian, Thai, French, Indonesian, Chinese, Arabic.

Wellnomics Risk Management Software

WorkPace is fully compatible with the web-server based Wellnomics Risk Management Software, allowing for central storage of all statistical data safely within your own corporate firewall. The Wellnomics Risk Management Software allowed authorized Health & Safety Managers to manage, schedule and view risk assessment reports on their assigned members of staff throughout the entire organization.

Getting the Most from WorkPace

Getting the greatest benefit from WorkPace often requires a change in your work habits - taking breaks more often, and doing stretches and exercises regularly. This can take a while to get used to, but in the long-term is beneficial by increasing your comfort at the computer, and even improving your productivity.

We recommend you go through the following steps when first using WorkPace.

1. Use the Setup Wizard to create a settings profile customized to your needs.
2. Use WorkPace for a few weeks remembering to take micropauses and breaks correctly. Persevere even if you find WorkPace a bit irritating at first. After a while you should adapt to your new, better working regime. For suggestions on how you can adjust your settings, see Fine-Tuning WorkPace.

Always remember!

Some important points:

- When and how often you take breaks is more important than how long they are.
- WorkPace only prompts you when you need to take breaks, and if you do not take natural breaks yourself.
- When you are working under stress, or to a deadline, taking breaks may seem inconvenient, but this is the time when you really need them, as it is when you are most at risk.
- Taking breaks guided by WorkPace will ensure you spend the least time taking breaks for the greatest benefit. For most people WorkPace prompted breaks take less than 10 minutes a day!
- Using WorkPace often requires a change in work habits. Try to vary your work as much as you can and where possible, alternate between computer and non computer-based tasks (for example, reading, filing).
- Remember to drop your hands, relax your muscles, and look away from your computer screen during micropauses, otherwise they will not be as effective.

Further Information

WorkPace news, updates and new versions are available from the WorkPace website:

<http://www.workpace.com>

For support options and answers to frequently asked questions see **Support** under the WorkPace Help menu. (Right-click the WorkPace icon  in the Windows System Tray, or open the WorkPace Console, and look under Help.)

First-line telephone support is available from WorkPace Resellers in a number of regions. For larger clients, on-site assistance with training and implementation can be arranged with official WorkPace Resellers or directly with Wellnomics Ltd.

Other resources

This document is the User's Guide and is designed primarily for the WorkPace end user. It explains the WorkPace user interface, and focuses on the visible features of WorkPace. Other guides are available with information on the Wellnomics Risk Management Software and general advice on computer ergonomics.

Administrator's Guide

A technical reference resource covering installation and customization options, it provides instructions on customizing WorkPace to an organization's requirements.

Wellnomics Risk Management Software IT Administrator's Guide

This is a technical reference document covering the installation and administration of the Wellnomics Risk Management Software.

Guide to Healthy Computing

This is a comprehensive ergonomics guide for computer users. It includes background information about musculoskeletal disorders (RSI), advice on setting up the computer and work area, suggestions on good techniques for keyboard and mouse use, and descriptions of recommended exercises. It is targeted to the end user.

3 GETTING STARTED

In This Chapter:

System Requirements	11
Installing Wellnomics® Breaks & Exercises (WorkPace®)	11
Running WorkPace for the First Time	13
Setup Wizard	14
Standby	18
User Sign Up	18
Exiting WorkPace	19
Getting Help	19

System Requirements

Windows

Minimum

- PC with 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 110MB available hard disk space
- 1024 x 768 or higher-resolution video adapter and monitor
- Microsoft Windows 8 (32/64 bit), Windows 7 (32/64 bit), Windows Vista (32/64 bit) with SP2

Installing Wellnomics® Breaks & Exercises (WorkPace®)

Downloading and Installing WorkPace for Windows from the Internet

- 1 Open your browser (for example, Internet Explorer) and type in <http://www.wellnomics.com>
- 2 Select **Downloads** from the WorkPace menu.
- 3 If you have purchased WorkPace and have your *Registration Details* (Registration Name and Registration Key), then select **Download Registered Version**, otherwise select **Download Trial Software**.
- 4 Click on one of the links provided to begin the download.
- 5 When prompted select **Save this File to Disk**, and save the download file onto your desktop.
- 6 When the download has finished double-click on the file on your desktop called **wp4setup.exe**.
- 7 The *WorkPace Installation Wizard* should now appear. Follow the on-screen instructions to finish installing WorkPace.
- 8 Once the installation has completed and WorkPace is setup please save a copy of the downloaded file to a safe location for retrieval at a later date should you need to reinstall the software for any reason.

Note: Security 'Firewalls' in some organizations may prevent you from downloading self-installing executable files like the WorkPace installation. If you have problems downloading and installing WorkPace you may need the assistance of your IT personnel.

Upgrading to a new version

You can upgrade to a new version of WorkPace by simply installing the new version over the top of the old version. WorkPace will automatically copy across your old settings, and pick up your existing registration details.

Note: If your existing Registration is not valid for the new version, then the new version of WorkPace will need to be installed as a Trial version. This means it will expire after 30 days. To continue using the new version you will need to obtain a new Registration by purchasing an upgrade. See **Help > Ordering** for more instructions on upgrading.

Registration

When you purchase WorkPace you receive a matching Registration Name and 20 character Registration Key, similar to those shown below:

Registration Name: ACME Sales Company Ltd

Registration Key: 3H9N-7D0Z-5LFS-NPC5-XE56

You should receive your registration details in an email when you purchase WorkPace or on the License Agreement included with the WorkPace manual.

If you have previously purchased WorkPace with the Upgrade and Maintenance Agreement, then your existing registration details may be valid for the new version of Wellnomics WorkPace.

Enter your *Registration Name* and *Registration Key* **exactly** as shown. If a previous version of WorkPace is already installed on your computer then your existing Registration details may be displayed automatically.

Remember that unless you purchased the Upgrade and Maintenance Agreement option originally you may need to obtain a new *Registration Key* to use the new version.

Note: You can install WorkPace as a Trial, and later enter new Registration details by selecting **Registration** from the **WorkPace Console**.

Important file locations

By default WorkPace is installed into the **Program Files (x86)** folder on your computer in a subdirectory called **WorkPace** and your WorkPace settings profile and historical statistics will be stored in the Windows folder **Users > [your windows login id] > AppData > Roaming > Wellnomics > WorkPace**. WorkPace is now setup with all the features of WorkPace Personal to be used on your computer.

Uninstalling WorkPace

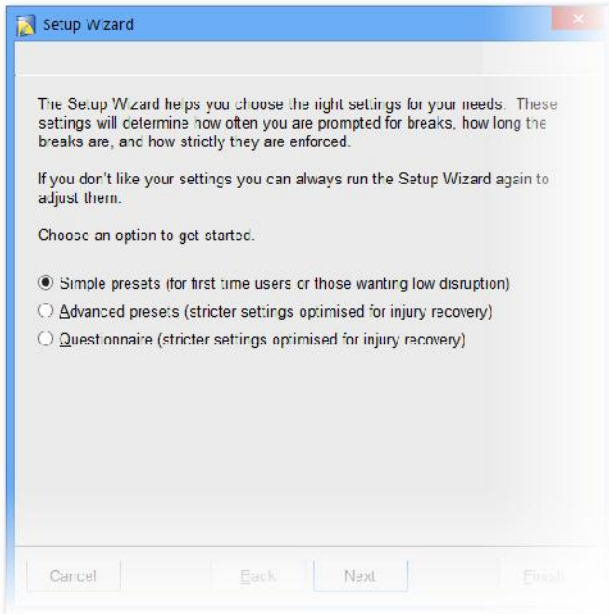
To remove WorkPace from your computer please first exit the application by right-clicking on one of the WorkPace icons in the Windows System Tray, and then left-clicking the 'Exit' option:

- 1 Click the Windows **Start** button (bottom left-hand corner of your screen) to open the Start menu.
- 2 Select **Settings**, and then click **Control Panel**. The Control Panel opens.
- 3 Double-click the **Programs and Features** icon. The Programs and Features dialog box opens.
- 4 Scroll through the list box to find **WorkPace**.
- 5 Highlight WorkPace.
- 6 Click the **Uninstall/Change**. The uninstall setup program starts.
- 7 Follow the on-screen prompts.

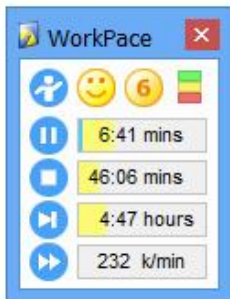
Running WorkPace for the First Time

When using WorkPace for the first time you will usually go through the following steps:

WorkPace Setup Wizard: The Setup Wizard is used to create a customized settings profile adapted to your needs. The Setup Wizard determines, for example, how often and how long your breaks should be, and what type of exercises is most suitable.



WorkPace will then run and you will see the Status Panel appear on the screen.



The WorkPace program icon , together with the Break Compliance  and Work Intensity  Indicators will appear in the Windows System Tray.



You can double-click on the WorkPace icon to open the WorkPace Console, which provides access to your WorkPace settings, and to charts of your computer activity.

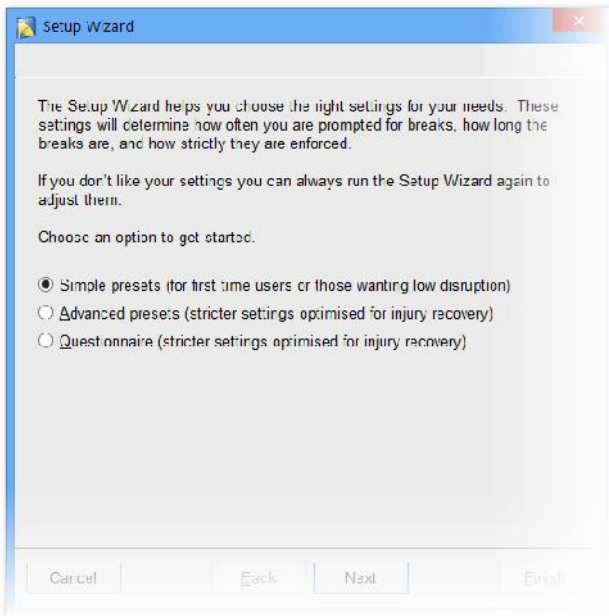
For more information about the Status Panel and WorkPace Console see Using WorkPace.

Setup Wizard

Unless your system administrator has chosen otherwise, when you first run WorkPace, the Setup Wizard will run automatically to assist you in selecting settings that are most suitable for your needs. When using the Setup Wizard you can select either the *simple presets*, *advanced presets*, or *questionnaire* option. The Simple presets option is the default, and the recommended choice for first-time users.

You can run the Setup Wizard again at any time by opening the WorkPace Console and either:

- Clicking on the Setup Wizard button  in the toolbar, or
- Selecting **Settings > Run Setup Wizard** from the menu.

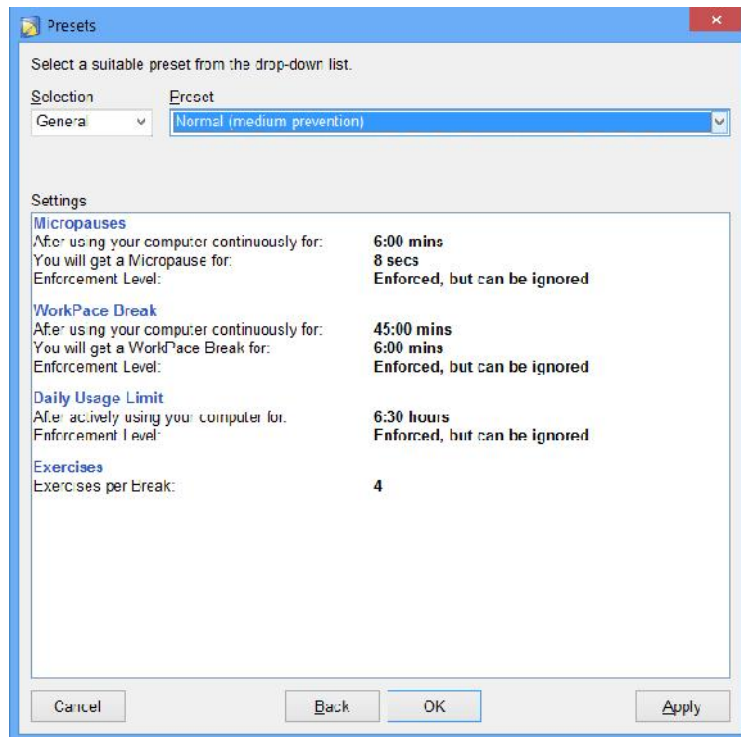


Setup Wizard selection panel

Setup Wizard Simple presets

Here you may choose from a range of simplified presets, offering a range of different setting options optimized for first time users or those wanting low levels of disruption.

Access the Simple presets option by selecting **Settings > Run Setup Wizard** and then choosing the first option 'Simple presets' from the WorkPace Console.

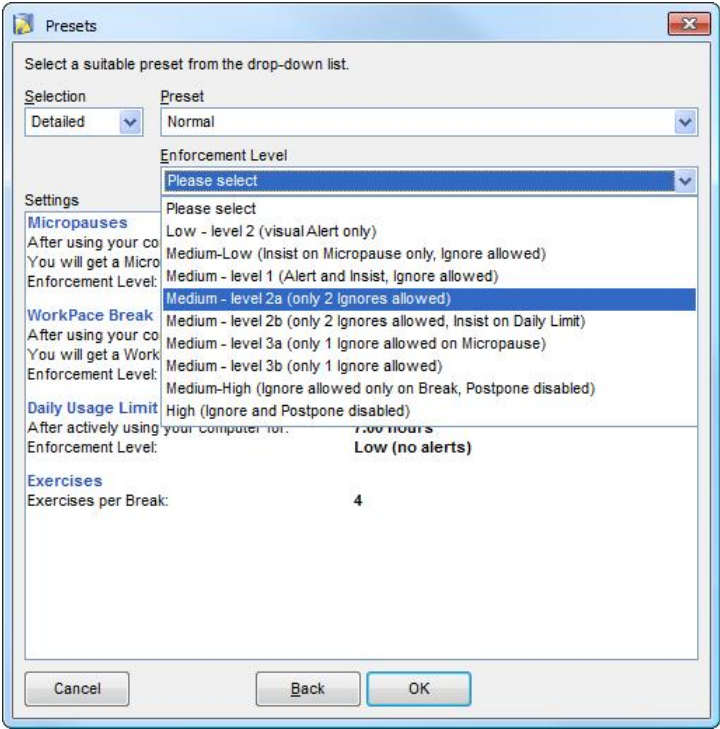


Setup Wizard simple presets

Setup Wizard Advanced presets

If you want more control over your settings, use the Advanced presets option. Choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

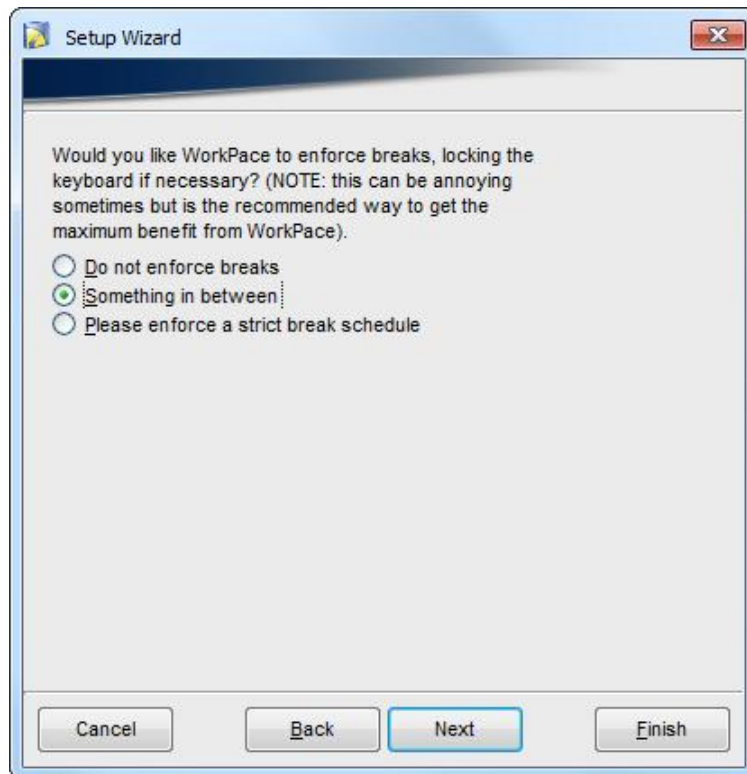
Access the presets option by selecting **Settings > Run Setup Wizard** and then choosing the second option 'Advanced presets' from the WorkPace Console.



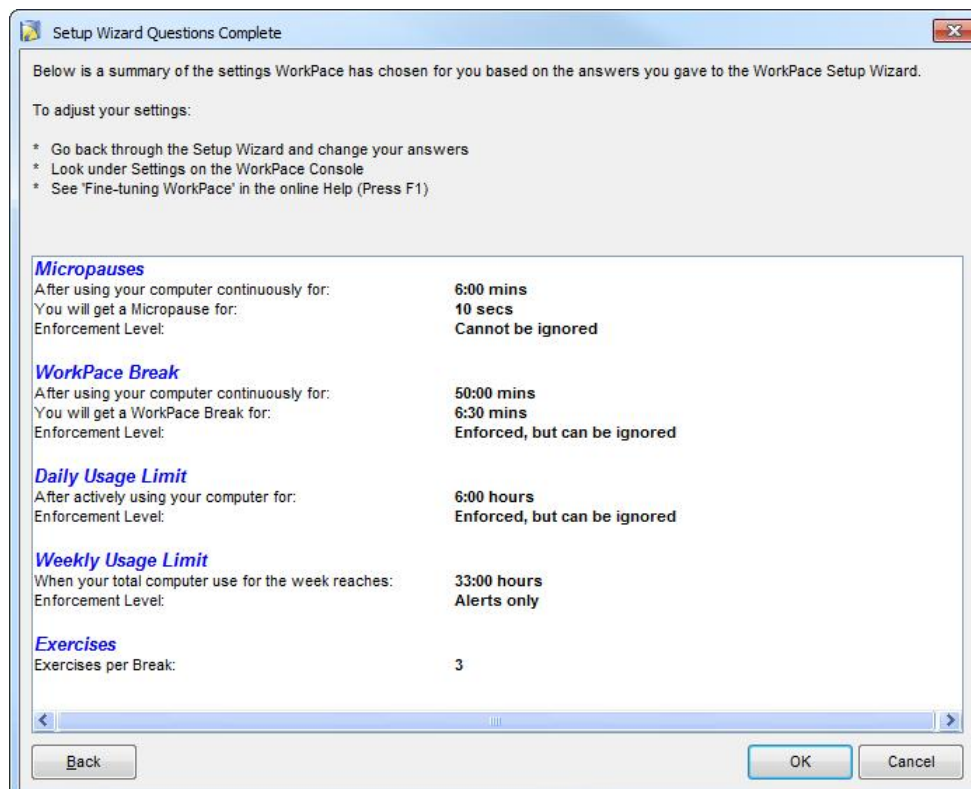
Setup Wizard Advanced presets

Setup Wizard Questionnaire

The Setup Wizard questionnaire asks about 20 questions to find out your work habits, and any existing symptoms you have. From your answers WorkPace then calculates a suitable settings profile for you. In the final step a summary of your new settings is shown.



Example question from Setup Wizard questionnaire



Setup Wizard summary window

Standby

You can place WorkPace on Standby if you want to use the computer for a while without being interrupted. This may be useful if you are:

- Giving a presentation.
- Demonstrating something on your computer to another person.
- Doing some critical work that must not be interrupted.

To put WorkPace on Standby:

3. Right-click on the WorkPace icon  in the Windows System Tray (bottom right-hand corner of the screen), or right-click anywhere on the Status Panel.
4. Choose **Standby** from the shortcut menu.
5. Choose one of the **15 minutes**, **30 minutes**, **1 hour**, or **Rest of the day** (when activated) options.

WorkPace will go into standby and automatically resume after the selected amount of time has passed, or the **resume** option is chosen from the menu.

or

1. Double-click on the WorkPace icon  in the Windows System Tray (bottom right-hand corner of screen) to open the WorkPace Console.
2. Click on the **Standby** button  on the toolbar.

WorkPace will go into standby and automatically resume after 15 minutes.

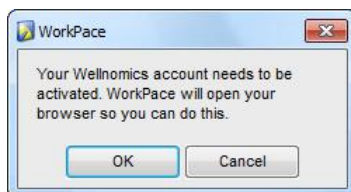
To take WorkPace off Standby, use the same steps as above and select **Resume** from the shortcut menu, or unselect the **Standby** button  in the WorkPace Console toolbar.

Note: While on Standby WorkPace will continue monitoring your computer use as normal, but will not prompt you to take any breaks. When WorkPace resumes you may find you are now overdue for a break and are immediately prompted to take this overdue break.

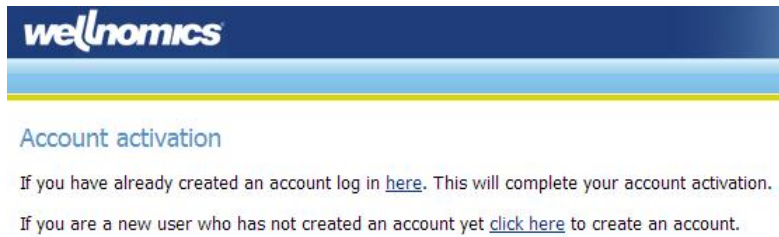
Remember: Resist the temptation to put WorkPace on Standby when you have something urgent work to complete and do not want to be interrupted. Continuing to take regular micropauses and breaks, even when under pressure, is the key to preventing computer-related injuries.

User Sign Up

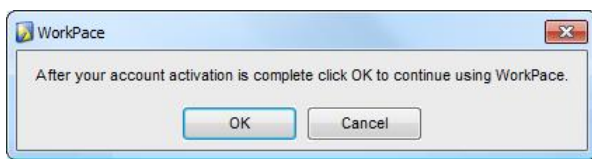
To use this feature WorkPace needs to be specially configured and pre-packaged to point to the correct Wellnomics Risk Management server that is being used. If the User Sign Up feature is enabled then WorkPace will automatically prompt you to sign up into the Wellnomics Risk Management portal.



Clicking on the "OK" button will launch your default web browser application, and direct you to complete your activation. If you click on the "Cancel" button, WorkPace will remain on Standby until your account is activated. To retry the activation just double-click on the WorkPace icon in the Windows system tray or restart WorkPace.



After completing your activation please click the "OK" button on the WorkPace prompt shown below to signal WorkPace to begin synchronizing with the server.



Once you have successfully signed up and synchronized with the server you will be able to access up-to-date risk reporting on your computer use through the "View My Risk Profile" links on the WorkPace Status Panel.

Exiting WorkPace

WorkPace should be running all the time you are using the computer in order to monitor and help you. You should never normally need to exit WorkPace - if you want to stop WorkPace for a while then put WorkPace on Standby.

If you do need to close WorkPace down completely then either:

1. Right-click on the WorkPace icon  in the *Windows System Tray* (bottom right-hand corner of screen).
2. Select **Exit** from the shortcut menu.

or

1. Double-click on the WorkPace icon  in the *Windows System Tray* (bottom right-hand corner of screen) to open the WorkPace Console.
2. Select **File > Exit** from the menu.

Getting Help

To get help at any time you can:

- Press **F1** for context sensitive Help about the current window.
- Right-click on the WorkPace icon  in the *Windows System Tray* (bottom right-hand corner of screen) to display the WorkPace shortcut menu, and select **Help**.
- Open the WorkPace Console and look under the **Help** section.

4 USING WELLNOMICS® BREAKS & EXERCISES (WORKPACE®)

This chapter explains the user interface of WorkPace, and describes the features of WorkPace and how to get the greatest benefit from them.

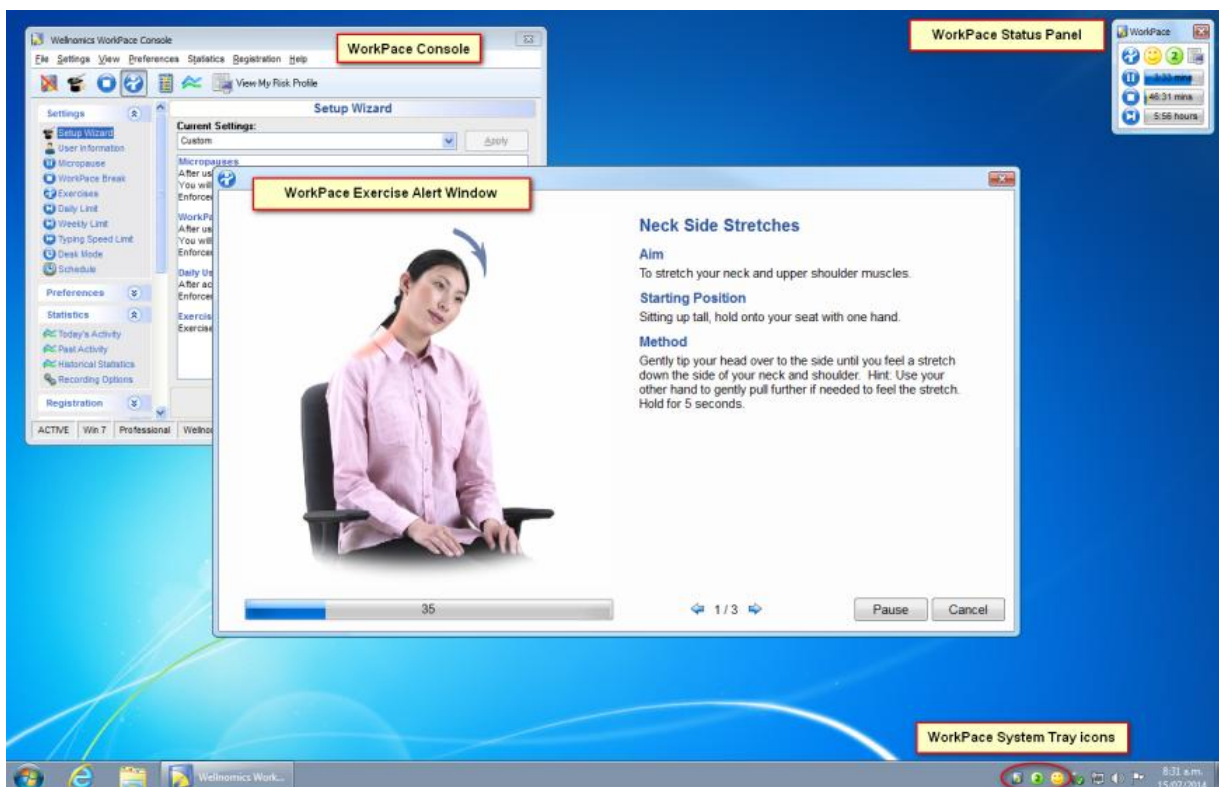
In This Chapter:

Overview of the WorkPace User Interface	21
Status Panel	23
Things you can do from the Status Panel	23
WorkPace in the System Tray	24
Alerts and Break Windows	24
WorkPace Console	26
Work Intensity Indicator	27
Break Compliance Indicator	27
Micropauses	28
WorkPace Breaks	32
Desk-Mode Breaks	35
Exercises and Stretches	36
Daily Limits	38
Viewing Charts and Statistics	39
Special Health and Safety Regulation Requirement	41

Overview of the WorkPace User Interface

The *WorkPace User Interface* consists of 4 parts:

- WorkPace System Tray (bottom right-hand corner of screen) icons
- WorkPace Status Panel
- WorkPace Alert and Break windows, such as the WorkPace Exercise window.
- WorkPace Console



WorkPace makes extensive use of color and graphics to communicate information at a glance. Special symbols represent the different features of WorkPace. The meaning of each symbol is below.

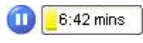
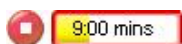
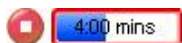
	Exercises and Stretches
	Micropause
	Break
	Daily Limit
	Desk Mode
	Work Intensity
	Break Compliance

If a symbol becomes red (e.g. ) then it means a break is overdue, you are working too hard, or not taking enough breaks.

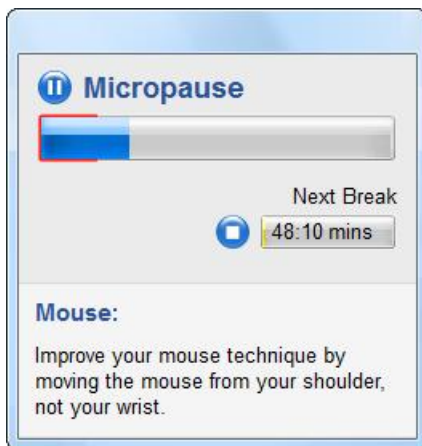
All these symbols are also buttons. You can click on them to activate the appropriate feature. For example, click on  to display WorkPace Exercises and Stretches, click on  to take a WorkPace Break, and click on  to see a chart of your Break Compliance over the day.

The WorkPace symbols are often combined with a timer showing how soon the next break is (yellow), or how long before a break is over (blue). While you are working the yellow bar counts down the time to your next break. When you stop working a blue bar counts up the time until the end of the break.

Below are some examples of the WorkPace symbols and timers in different states, with an explanation of what each one means.

	Counting down the time until the next micropause. (Due in 6:42 minutes).
	A micropause is almost due, in just 24 seconds.
	You have stopped working and are taking a micropause.
	Your micropause is almost complete.
	WorkPace Break is almost due (in 3:58 minutes).
	WorkPace Break is overdue by 9 minutes.
	You are now taking an overdue WorkPace Break (4 minutes to go before break is complete).
	You are overdue for doing WorkPace Exercises and Stretches.
	Your Work Intensity Indicator is currently low.
	Your Work Intensity Indicator is currently high.
	Your Break Compliance is excellent (over 90%) - you're taking breaks when needed.
	Your Break Compliance is poor (less than 50%) - you've been ignoring too many breaks.

These symbols are displayed in many places, and you can activate features by clicking on them. For example, in the Micropause window below you can click on  to take WorkPace Breaks, or click on  to display Exercises and Stretches.



Micropause window

Status Panel

The Status Panel is like a little control panel that provides you with continuous feedback on your current computer usage, and when your next break is due. Breaks that are overdue will be highlighted in red. You can activate different WorkPace features by clicking on the buttons, or selecting options from the right-click shortcut menu.

If the Status Panel is not displayed you can open it by:

- Right-clicking on the WorkPace icon  in the Windows System Tray and selecting **Display Status Panel** from the shortcut menu, or
- Clicking on the  icon on the toolbar in the WorkPace Console. Double-click on the WorkPace icon  in the Windows System Tray to open the WorkPace Console.

Customizing the Status Panel

You can change what is displayed on the Status Panel by choosing **Show** from the shortcut menu and changing which options are ticked. These options can also be set from **Preferences > Status Panel** in the WorkPace Console.

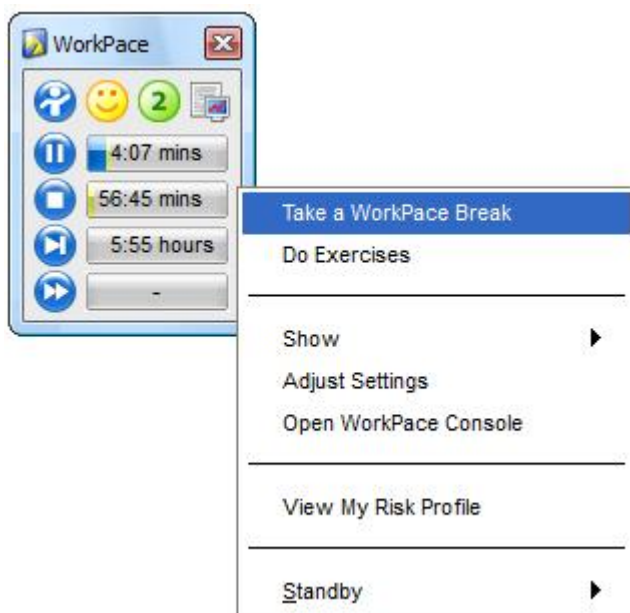
Shift the Status Panel to a convenient position on the screen, and it will remember where you placed it and automatically display it in the same position next time.

Things you can do from the Status Panel

You can click or double-click on many of the buttons or icons on the Status Panel.

-  Open the WorkPace Console (icon in title bar of Status Panel).
-  Display Exercises and Stretches.
-  Take a Micropause.
-  Take a WorkPace Break.
-  Display the Daily Limit window.

Right-click on the Status Panel to display the shortcut menu.



WorkPace in the System Tray

The Windows System Tray is a small area on the right-hand side of the Windows Task Bar, at the bottom of your screen.



While WorkPace is running the WorkPace program icon  is displayed in the System Tray. The Break Compliance and Work Intensity Indicators may also be displayed.

You can access WorkPace features by clicking on these icons.

- Double-click on  to display the WorkPace Console.
- Right-click on  to display the WorkPace shortcut menu. Select **Display Status Panel** to display the WorkPace Status Panel.

Double-click on  or  to see charts of your Break Compliance or Work Activity.

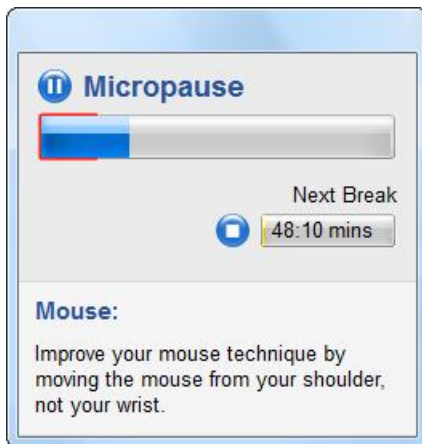
Alerts and Break Windows

WorkPace uses a 'multi-level' warning system to remind you when Breaks are needed. Keep an eye on the Status Panel to see when your next Break is coming up.

When a Micropause or Break is due an *alert* will appear. The alert will be displayed for about 10 seconds, while you finish what you are doing and get ready to take a Break. The alert progress bar will advance to tell you that the warning period is almost up.



When ready, take your break and WorkPace will detect this and display the feature window (for example, Micropause, Break, or Exercises window). If you still have not stopped working after the 30 seconds is up WorkPace will automatically move to the next warning level and display the feature window.



Micropause feature window

The feature window for the Micropause will count down the time of your Break, and then disappear. If you really need to, you can ignore the micropause or break. However, this is not recommended, and will reduce your break compliance (and the Break Compliance Indicator will become increasingly unhappy 🙄).

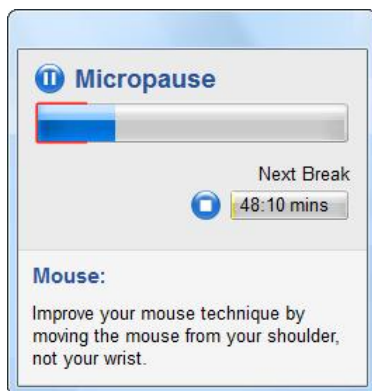
Each feature window displays other information, such as when other breaks are due, and hints or tips on using your computer. You can click on many of the buttons to activate that feature. For example, on the micropause window above, click on  to take a WorkPace Break, or click on  to display Exercises.

Break Enforcement

WorkPace provides advance warning before a break is due. However, you may still find it difficult to get into the habit of taking the breaks you need, especially when working intensively. For this reason, if you ignore the alerts WorkPace can enforce the break. This can sometimes be inconvenient. However, it has been found to be the only way to make sure people really do take the breaks they need. It is easy to get into the habit of ignoring breaks when they are not convenient. Having WorkPace enforce breaks is a good way to make sure you do not inadvertently compromise your health. WorkPace will *insist* on you looking after yourself!

Whether or not you can ignore breaks is determined by your WorkPace settings. We strongly recommend you do not ignore breaks, and disabling the ignore options on the break windows is one way to ensure that you do not get into the habit of ignoring them.

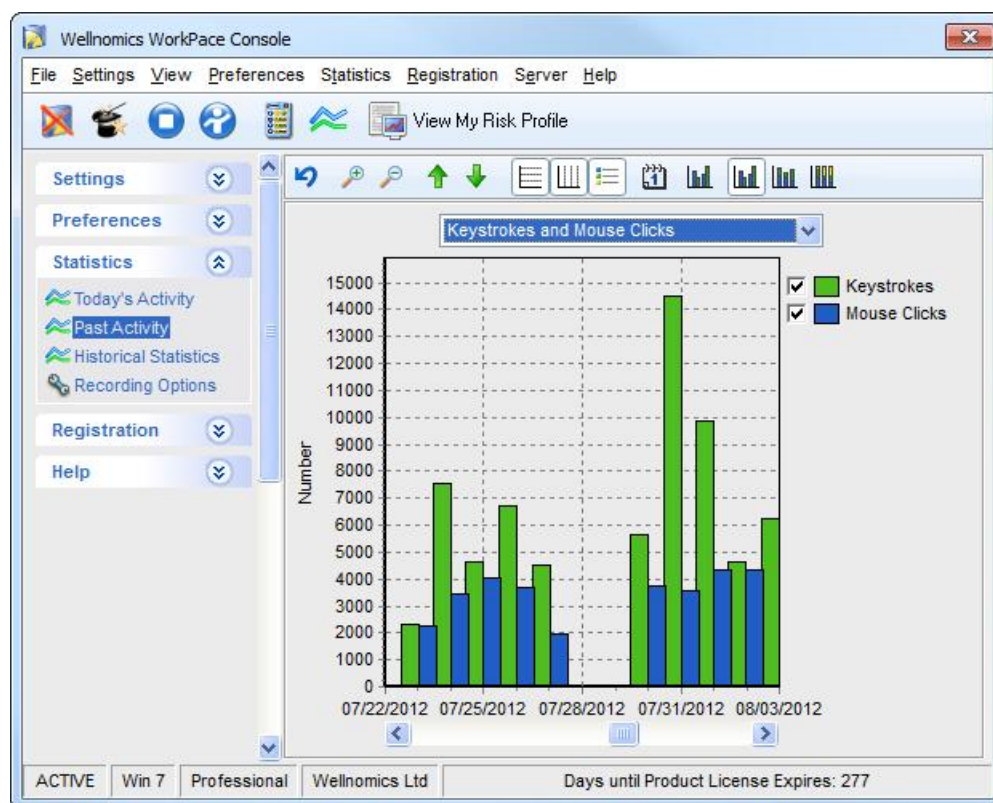
You can change the overall *Enforcement Level* WorkPace uses by running the Setup Wizard and choosing the Presets option (open WorkPace Console and select **Settings > Setup Wizard** from the menu). You can also change the Enforcement Level individually for each feature from the Settings Panel in the WorkPace Console).



Micropause window with ignore option disabled

WorkPace Console

The WorkPace Console is the control center for WorkPace. The WorkPace Console allows you to change your settings, look at charts of your computer activity, and access the advanced features of WorkPace.



To open the WorkPace Console:

- Double-click on the WorkPace icon  in the Windows System Tray.
- Click once on the WorkPace icon  in the title bar of the Status Panel.
- Right-click on the Status Panel, or the WorkPace icon  in the System Tray, and select **Open WorkPace Console** from the shortcut menu.

For detailed information on the WorkPace Console, see [The WorkPace Console](#).

Things you can do from the WorkPace Console

Put WorkPace on Standby

Click on the **Standby** button  on the toolbar to put all alerts and breaks temporarily on hold. See Standby for more information.

Run Setup Wizard to adjust your Settings

Look at Charts and Summaries of your Computer Use Statistics

Click on the **Chart** button  to see charts of your computer activity, and summaries of your computer use during past weeks. For more information on looking at your computer use statistics using the charts, see Viewing Charts and Statistics.

Change your Preferences

Click on the **Preferences** panel to access options for changing the look and feel of WorkPace, and the sounds used to warn of breaks.

For detailed information on the WorkPace Console, see The WorkPace Console.

Work Intensity Indicator

The WorkPace *Work Intensity Indicator*  tells you how intensively you are currently using the computer. You can see the Work Intensity Indicator in the Windows System Tray, and on the WorkPace Status Panel.

The color and number change as you use the computer more.

-  Low Intensity
-  High Intensity

The higher your computer usage or work intensity, the greater the likely strain on your muscles. If your work intensity is quite high (for example, 8 or 9) this is not bad in itself - it just means that it is even more important that you take breaks and micropauses regularly to prevent fatigue.

How is work intensity measured?

Work intensity is measured by looking at your keyboard and mouse activity. If you are typing continuously without a pause, or moving and clicking the mouse a lot, your work intensity will be higher. If you are only typing a few keystrokes now and then, and only using the mouse occasionally, your work intensity will be lower.

If you do a lot of fast typing, (for example, data entry, or copy typing) your work intensity may be quite high. Similarly, if you are a graphic designer using the mouse to manipulate images, your work intensity may also be high. For most people, their work intensity should be in the middle of the range most of the time. However, you may notice that if you are working hard towards a deadline, or are under pressure, that your work intensity becomes much higher.

Break Compliance Indicator

The WorkPace *Break Compliance Indicator*  shows how well you have responded to break alerts and taking breaks. You can see the Break Compliance Indicator in the Windows System Tray, and on WorkPace Status Panel.

If you take a lot of natural breaks, and take the breaks and micropauses when reminded by WorkPace, then your break compliance will remain high and WorkPace will be happy .

If you start ignoring alerts, your break compliance score will fall and WorkPace will become less happy . If you ignore too many alerts WorkPace will become very unhappy .

The break compliance score counts natural breaks, as well as breaks alerted by WorkPace. To keep WorkPace happy take short breaks regularly, and try not to ignore too many alerts.

Micropauses

Micropauses  are one of the most important features of WorkPace. This section explains what micropauses are, why they are needed, and how WorkPace reminds you to take them. Information is presented in a *frequently asked questions* (FAQ) format.

For information how to change your Micropause settings, see Micropause Settings, or Fine-Tuning Micropauses.

What is a micropause and why is it needed?

A micropause is a short break of 8 to 25 seconds taken after using the computer for 5 minutes or so. Such a short break may seem hardly worthwhile, however micropauses have been found to be the most effective breaks you can take. This is because when you take small breaks often you can actually prevent the buildup of muscle fatigue, rather than needing to take longer breaks to recover once you are fatigued.

When you are working at the computer your posture is normally static, with your hands held over the keyboard, or holding the mouse, and your eyes fixed on the screen. This posture uses the muscles in the neck, shoulders, arms and hands. Although the level of use is not high, it may be sustained for several hours and is enough to significantly reduce the blood flow to the muscles. Muscles are designed to cope with this to a degree by using stored energy; but as this runs out muscle fatigue results and lactic acid builds up, causing the muscles to ache. To prevent this, your muscles should be regularly replenished by relaxing them to restore good blood flow. In activities using dynamic muscle contraction this occurs automatically. For example, in swimming, walking or cycling your arms and legs (and thus your arm and leg muscles) work and rest alternately. In fact, dynamic activities like this where the muscle is alternately tensed, then relaxed actually help to 'pump' more blood through the muscle. Unfortunately, for activities involving static muscle contraction or constrained posture, such as using a computer, regular relaxation and rest may not occur. In the days of mechanical typewriters, a change of posture and a break for the muscles occurred automatically when changing the paper, using the return lever, or pausing to white out a mistake. However, with modern computers these activities no longer occur and we have to artificially reintroduce them. Using a computer is a low intensity activity and the breaks need only be a short 'pause' (as little as 10 seconds) to adequately replenish the muscles. We call these pauses *micropauses*.

Overall, micropauses have been shown to be *very* effective at both preventing discomfort, and reducing existing discomfort. If you do nothing else, at least take micropauses.

Muscle fatigue can also be lowered by reducing static muscle loading and increasing your resistance to fatigue. This means having good posture, a well designed ergonomically set up workstation, and maintaining good muscle strength and overall fitness.

When should I take a micropause?

Determining the right interval between micropauses requires consideration of a number of factors including:

- Your resistance to fatigue, by improving your fitness.
- Your level of muscle tension (stress increases muscle tension).
- How effectively you take your breaks.
- Whether you have had past problems with discomfort or injury (for example, RSI).

The more strenuous the activity and the longer you work, the more often you should take micropauses. For very strenuous activity, the muscles tire quickly. As an example, try picking up a chair and holding it still at arms length. In as little as 10 to 20 seconds your arms will begin to ache and (unless you are very strong) you will have to put it down for a short while and rest before you can pick it up again. For computer use, the level of muscle activity is much lower, and the muscles can operate longer between needing breaks. Experts recommend micropauses be taken after 5 to 10 minutes of continuous muscle tension, for perhaps 8 to 25 seconds. Unlike the chair holding exercise, this 5 to 10 minute interval is not chosen as the fatigue limit for your muscles. The fatigue build-up after 5 to 10 minutes should be undetectable, but the cumulative effect by the end of a long day can be very noticeable. Taking a micropause every 5 to 10 minutes will allow you to maintain sustainable work habits at your computer every day for many years without developing any problems.

With WorkPace monitoring your work, you will be automatically reminded when to take a micropause. Depending on your settings you will hear a short sound (a beep) and see a micropause alert appear.



Micropause alert

The alert will be displayed for about 10 seconds, while WorkPace waits for you to take a micropause. How often WorkPace displays micropause alerts depends on your settings and whether you take many natural micropauses by regularly pausing in your use of the computer without being prompted by WorkPace.

How do I take a micropause?

The idea of a micropause is to relax all your muscles, and your mind (stress is an important contributor to muscle tension). Below are a number of pointers to help you take a micropause properly:

- Rest your arms in your lap, or drop them at your sides.
- Allow your shoulders to "hang loose".
- Lean back in your chair a bit.
- As you breathe out, just "sag" and "let everything go".

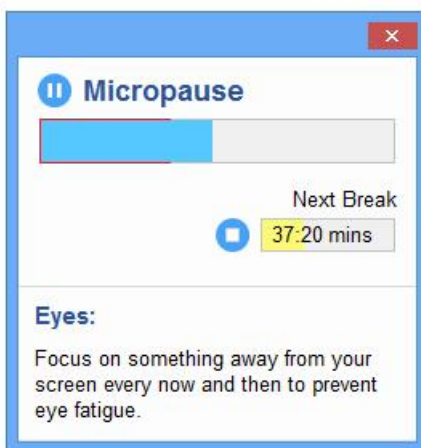
- Look away from the screen into the distance, or close your eyes briefly, and *relax...*



Taking a micropause

Relaxing your muscles properly for a micropause requires practice, and those who need it most often find it the hardest. Only a few seconds of complete relaxation is needed to refresh your muscles, but it usually takes a few seconds for most people to relax properly and to perform the activities listed above. For this reason the micropause duration used by WorkPace is usually 8 to 10 seconds. For those with existing or past problems 15 to 25 seconds is recommended to allow extra time for muscles to fully relax and recover.

WorkPace automatically detects when you have stopped working and are taking a micropause, and the blue bar in the micropause timer, or micropause window will count up to the end of the micropause.



Micropause window counting down to the end of the micropause

When you have relaxed for the recommended length of time (the micropause duration) there will be a short sound, and the window will disappear.

What if I already take micropauses?

If you already take what we call 'natural' micropauses then WorkPace will automatically detect these and reset the micropause timer. This means you will not see a micropause alert unless you are not taking micropauses naturally. To illustrate, open the Status Panel and watch the micropause timer. Do some typing and then stop for a while. You will immediately see the blue bar in the micropause timer begin counting up. If you stop for long enough the micropause timer will reset. You have taken a natural micropause, that is, a micropause without being prompted.



Micropause timer counting a micropause

Taking natural micropauses, at times that are most convenient for you, is the best way to go. By reminding you often WorkPace helps train you to take more natural micropauses.

Natural micropauses must be a bit longer than your normal micropause duration to count. Why? Because without an alert to remind you, you may not be taking a proper micropause. WorkPace adds on a few seconds just to be certain.

Note: The threshold at which a natural micropause is counted can be adjusted with the assistance of a WorkPace Support Engineer. People with significant existing symptoms (e.g. recovering from bad RSI) may need WorkPace to be more discerning about when it counts a natural micropause as a real one.

How often will I see micropause alerts?

Exactly how often you see micropause alerts will depend upon your settings, (in particular your micropause interval) and even on how often you take micropauses already. If you take many 'natural' micropauses then WorkPace will detect these, and reset the micropause timer. Some people have a lot of variety in their work, and pause often. These people will need to be alerted much less often, because they are already taking micropauses.

However, if you are working very intensively, and taking few natural breaks, then you will see alerts more often. This often means that the number of micropause alerts appearing varies depending upon your workload.

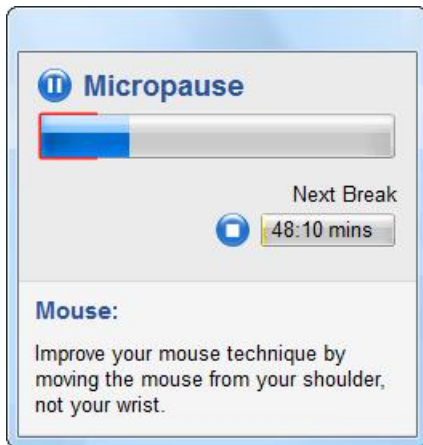
Statistics analyzed over many thousands of people using WorkPace, show that most users see only 1 to 2 micropause alerts an hour - on average a total of perhaps 20 to 30 seconds of 'breaks' an hour. This is the average, but when you are working very hard, you will probably be forgetting to take micropauses naturally, and WorkPace will likely need to alert you more often. Remember that it is when you are working under pressure, and taking few breaks, that the risk of injury or pain developing is the greatest. This is when it is most important to take breaks.

What if I keep working when an alert appears?

After an alert appears WorkPace will give you around half-a-minute to start taking the micropause. While waiting the alert will change color to tell you the micropause is becoming overdue. Eventually, if you do not pause, WorkPace will enforce the micropause by displaying the micropause window. See the Micropause alert sequence in the table shown below:

Micropause alert





10 seconds - Micropause window appears

Once the micropause is complete the micropause window will disappear again.

What happens if I ignore the micropause?

Your ability to ignore a micropause is very much dependent on your Micropause Enforcement Level setting.

For example, if your Enforcement Level is set high, you may not even be able to ignore micropause alerts. However, if your Enforcement Level is low, you may be able to simply keep working through the alerts, or you may need to press the **Ignore** button to continue working.

The micropause itself will only take a short period of time (usually between 5 and 10 seconds), and you should have plenty of advance warning, so you really should not need to ignore it. However, if you do chose to ignore your micropause alert this fact will be recorded and your break compliance score will reduce. The Break Compliance Indicator will also become increasingly unhappy 😞.

WorkPace Breaks

After micropauses, Breaks 🟩 are the second most important feature of WorkPace. This section explains what WorkPace Breaks are, why they are needed, and how WorkPace reminds you about them. Information is presented in a *frequently asked questions* (FAQ) format.

For information on how to change your Break settings, see Break Settings or Fine-Tuning Breaks.

WorkPace Break and why is it needed?

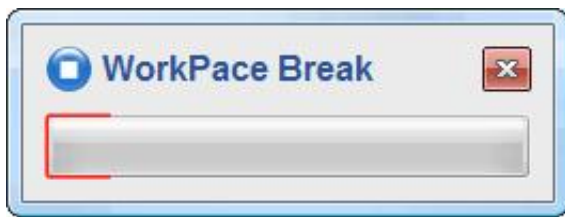
A *WorkPace Break* is a period of time spent away from your computer. Ideally during a break you should get out of your chair, walk around and do some stretches and exercises. At a minimum the break should be spent doing a different activity, and preferably one that gets you out of your chair.

A break should be of much longer duration than a micropause, perhaps 5 to 10 minutes and is taken after much longer intervals at the computer, preferably after using the computer continuously for an hour or more.

Micropauses, even if taken correctly, still allow some muscle fatigue to build up. Also, while sitting still in a chair, it is impossible to properly rest some muscles, such as the postural muscles in the back and neck. A break provides a more sustained break for both your body and mind. The mind is an aspect that should not be overlooked, as regular breaks, or changes of activity have been shown to improve concentration, and reduce error rates. It is not always true that the more you work, the more you achieve.

When should I take a break?

As with the micropause, WorkPace will remind you when a break is needed. An alert will appear on-screen accompanied by a short sound.



WorkPace Break alert

The alert will remain on your screen for about half-a-minute while WorkPace waits for you to finish working and start taking a break.

In your WorkPace settings the break Interval determines how long you can use the computer before a break is due. This interval is normally about 1 hour. Its exact value will depend upon the type of work you do, and any existing discomfort you may have - people with an existing injury should take breaks more often.

Note: The time until your next WorkPace Break is measured as the time you spend actually *using the computer*, not just the elapsed time on the clock since the last break. This means that if you take micropauses and perhaps some short breaks it could take, for example, 1 hour 20 minutes before your next break is due, even if the WorkPace Break interval is set at 1 hour. Generally speaking, the lower your work intensity, the longer it takes before the next break is due.

How often will I get breaks?

With the most common WorkPace settings, breaks occur after about an hour of continuous computer usage. However, this does not mean that you will see a break every hour. If you take natural breaks WorkPace will detect these, and reset its timers. Most people do not see more than 1 to 2 reminders a day. It is only when you are working very intensively on the computer, and forgetting to take any natural breaks that WorkPace will remind you more often.

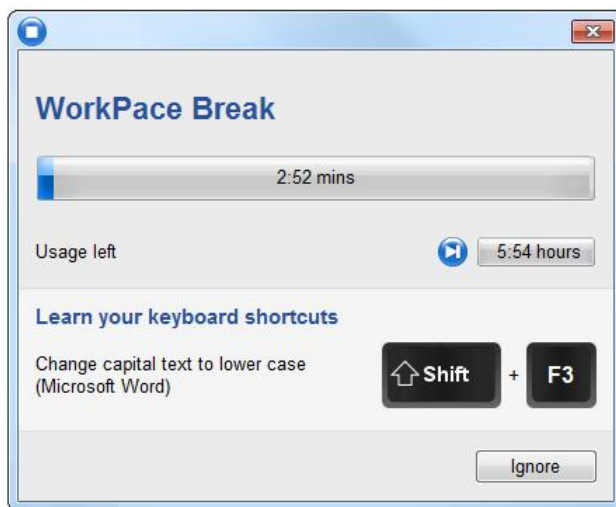
What happens when a WorkPace Break occurs?

When a WorkPace Break occurs the Exercises and Stretches window will appear and guide you through some exercises and stretches designed to relax and rejuvenate your muscles.



WorkPace Exercises and Stretches window

After the exercises are finished the WorkPace Break window will remain on your screen, counting up to the end of your break.



WorkPace Break window, with break countdown and ergonomic tip

The break window also displays the computer usage for the day (either the usage so far, or the usage left until the Daily Limit is reached if activated). Look out for the ergonomic tips that are shown each break.

What if I keep working after a break alert appears?

After a WorkPace Break alert appears, WorkPace will give you around a minute to stop working. If you keep working WorkPace will give up for a while and try again 5 minutes later. If you keep ignoring the alerts then, depending upon your Enforcement Level setting WorkPace will either give up, or *insist* on a break. If you really need to, you may be able to postpone the break a while. But you can only do this a few times.

This process gives you considerable freedom as to exactly when you take your WorkPace Break. If you wish you can easily spend another 5 to 10 minutes finishing something before WorkPace insists on you taking the break. Even then, depending upon your settings you may be able to ignore the break.

Can I take a break at any time?

Yes, you can take a break whenever you wish, not just when WorkPace advises you to do so. Even if a break is not due WorkPace will still count any time away from the computer, if long enough, as a break. As soon as you stop using the computer WorkPace begins counting the time you have stopped (you can see this as the blue bar in the Status Panel break timer. If you stop using the computer for long enough, the break timer will reset automatically. You can see this happen in the Status Panel.

If you are going away from the computer for a while, click the Break button  to take an official break. Alternatively you can right-click on the Status Panel, or the WorkPace icon  in the System Tray, and select **Take a WorkPace Break** from the shortcut menu.

How should I do the exercises?

Exercises and stretches should ideally be done away from your computer. However, it's a good idea to at least get out of your chair and stand up to do the exercises. For advice on performing the exercises see Exercises and Stretches.

What should I do during a WorkPace Break?

First of all you should follow the exercises and stretches in the Exercises window (see Exercises and Stretches). You should then spend your remaining time away from the computer, giving your body and mind a change of work. Some things you could do for maximum benefit are, in order of preference:

- Go for a short walk and relax.
- Take a coffee break or lunch break.
- Stand up and do some stretches and exercises.
- Catch up on mail or reading.
- Do some filing/writing/thinking.

If your breaks are very short (for example, 5 minutes) they should be spent out of your chair and not using your arms if possible, (do not just spend 5 minutes writing and filing at your desk). Short breaks need to be high quality breaks. For longer breaks (15 to 30 minutes) it is generally okay to spend them doing another activity, but the more diverse the activity, the better.

What if I ignore the break altogether?

If you ignore all the alerts or click the **Ignore** button, WorkPace will stop trying to warn you about a break, and wait until the next one is due. However, until you have taken a proper break, the Break button will remain red  to indicate the break is overdue. When you deliberately ignore a break your break compliance score will also reduce and the Break Compliance Indicator may become increasingly unhappy .

If you later take a natural break for long enough the break will reset automatically.

You can also take an overdue break at any time by:

- Clicking on the Break button  on the Status Panel or Micropause window.
- By right-clicking on the Status Panel, or WorkPace icon  in the System Tray, and selecting *Take a WorkPace Break* from the shortcut menu.

Desk-Mode Breaks

This section explains what Desk-Mode Breaks are, and how WorkPace reminds you about them. Information is presented in a *frequently asked questions* (FAQ) format.

For more information on how to change your Desk-Mode settings, see Break Settings or Fine-Tuning Breaks.

What is Desk-Mode?

Desk-Mode allows users to be reminded to take periodic breaks, even when they are **not** using their computer. For example, when they are writing at their desk.

When the user is working at their computer, WorkPace operates as normal. The time at which Normal-Mode is switched to Desk-Mode is automatically detected by WorkPace.

How does Desk-Mode work?

When Desk-Mode Breaks have been enabled through the WorkPace Console, WorkPace continues to function in its Normal-Mode until it detects 3 minutes of idle time (provided no WorkPace Break or Micropause is in progress).

While in Desk-Mode, the Desk-Mode timer continues to count down to the next Desk-Mode Break. If the Desk-Mode timer reaches zero the Desk-Mode Break is activated. After the Desk-Mode Break is complete the Desk-Mode timer is reset.

If you start using your computer while in Desk-Mode, WorkPace will switch back to its Normal-Mode automatically, pausing the Desk-Mode timer at its current value. The next time that Desk-Mode is used, the timer will continue to count down from that point onwards.

Taking a Normal-Mode WorkPace Break will also reset the Desk-Mode timer back to its maximum value.

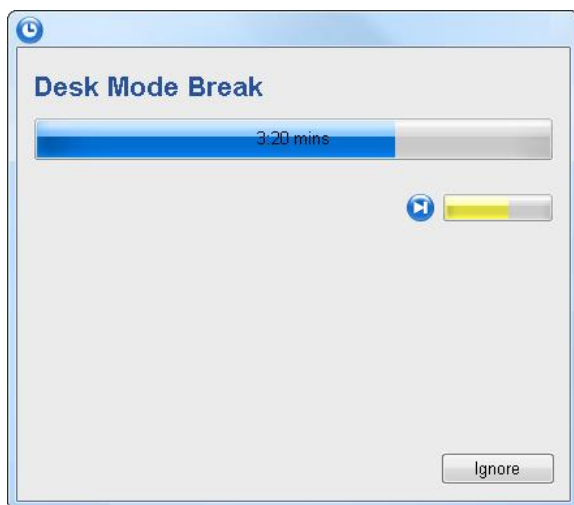
When should I take a Desk-Mode break?

As with micropauses and breaks, WorkPace will remind you when a Desk-Mode break is needed. An alert will appear on-screen accompanied by a short sound.

The Desk-Mode alert window goes through the normal orange->red phases just the same as the Micropause and Break warning windows, however if any computer activity is detected during this time the Desk-Mode alert will be cancelled and WorkPace will return to Normal-Mode.

What happens when a Desk-Mode Break occurs?

Once the Desk-Mode Break begins, the Desk-Mode Break window will be displayed, counting down to the end of your break.



Desk-Mode Break window

If you click on the **Ignore** button, WorkPace will stop trying to warn you about a break, and wait until the next one is due. However, until you have taken a proper Desk-Mode break, the Desk-Mode Break button (on the Status Panel) will remain red to indicate that the Desk-Mode break is overdue.

Exercises and Stretches

WorkPace provides Exercises and Stretches, shown by , specially designed for computer users.

When should I do some exercises?

You should do the exercises when:

1. A WorkPace Break  occurs.
2. The Exercise button becomes red .
3. You feel you need to.

Whenever a WorkPace Break occurs WorkPace will guide you through a few exercises.



WorkPace Exercises and Stretches window

There will normally be about 3 to 4 exercises, taking only a few minutes. Use the arrows   to skip through to a different exercise.

If you have been using the computer intensively and have not taken an exercise break for quite a while WorkPace may suggest you need to do some exercises by making the Exercise button red . Just click on the button to display the exercises. When you have finished, the button will become blue again.

Remember you can do some exercises at any time by:

Clicking on the  button on the Status Panel or Micropause window.

Right-clicking on the Status Panel, or the WorkPace icon  in the System Tray, and selecting Do Exercises from the shortcut menu.

What are the benefits of exercises and stretches?

There is still some debate about the benefits of active exercises done at the computer, for example those exercises involving a lot of movement. Some studies have shown little benefit, and others have found that some commonly used exercises can actually cause problems (WorkPace does not use these). For these reasons WorkPace places a greater emphasis on stretching and uses a selection of exercises that have been carefully screened by a qualified physiotherapist to ensure they will cause no problems.

Stretches have been shown to be somewhat beneficial in relaxing muscles and restoring range of movement. They are therefore in line with the aim of "relaxing your muscles to restore blood flow". Active exercise is certainly still beneficial, but the best way to do such exercise is by attending several sessions a week at your local gym. Maintaining aerobic fitness and good muscle tone and strength is very important to minimizing your risk of computer-related injuries. The more vigorous activity you indulge in outside work time, the better your body will cope with the sedentary nature of work in an office environment.

How should I do the exercises?

It is very important that you do the exercises correctly, following the instructions given. For detailed information and hints, see Exercises in the *Guide to Healthy Computing*.

How often should I do the exercises and stretching?

Ideally you should do exercises and stretching several times a day. If you spend a lot of time at the computer (or have had previous pain or discomfort from computer use) then do them more often - perhaps every hour or so. Normally WorkPace will prompt you to do some exercises whenever a WorkPace break occurs. WorkPace will also prompt you to do some exercises every couple of hours or so by changing the Exercise button to red 🛑. You are also free to do some exercises any time you feel the need simply by clicking the **Exercise** button 🏃 on the Status Panel, or any Micropause or Break window.

Daily Limits

WorkPace supports a Daily Limit 🕒 on computer use.

What are daily limits for?

Our bodies (and minds) are designed to cope with a wide variety of physical and mental tasks. But they are not well designed for doing the same single task for long periods. Spending a long time with the same posture and repeating the same actions can put considerable physical and mental strain on us. Computer usage, like most activities (for example, exercise, eating, drinking) is best done in moderation. Spending too much time at a computer can cause headaches, eye strain, fatigue, loss of concentration and sore muscles. Experts therefore recommend you do not spend more than a certain number of hours each day, or week using a computer. Exact safe levels are not really known as yet, and probably depend upon each individual to some degree. However, as a general guideline experts recommend no more than 6 hours a day, or 30 hours a week using the computer.

Note: These limits are on time spent *using* the computer, not on time at work. Even if you use the computer a lot it is unlikely you will spend more than 6 hours actually using the computer in an 8 hour working day (but you may exceed 6 hours if you are working longer hours than normal).

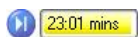
Once you exceed recommended working limits on the computer, your risk of developing problems increases significantly. Studies also showed that productivity begins to drop off as well. If you spend too long doing the same thing, your concentration begins to fade.

How are the limits measured?

WorkPace only measures your actual computer usage, that is the time you actually spend using the mouse and keyboard. Watch the Daily Limit timers in the Status Panel to see how the computer usage is being counted during the day.

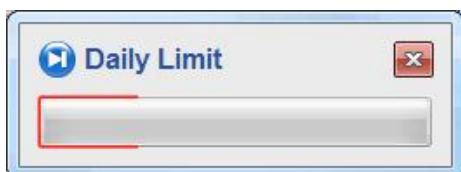
How do I know I am reaching my limit?

Keep an eye on the Daily Limit Indicator. When the yellow bar is almost full then you have almost reached the limit. The Limit Indicator below shows 23 minutes of computer use left before recommended Daily Limit is reached.



Daily Limit indicator

When the limit is reached WorkPace will encourage you to finish your computer work for the day, and display the Daily Limit window.



Daily Limit window

Clicking on the **Log Off** button on the above Daily Limit Window with prompt you to confirm that you wish to log off your Windows session. If you confirm by clicking on the 'Yes' button, then Windows will shut down all your applications and return you to your Windows User Login screen.

What if I keep on working after a daily limit alert?

The Daily Limit warning systems work very similarly to those for the WorkPace Break. The alert will appear for only a few minutes. If you do not stop working it will disappear for perhaps quarter of an hour, then reappear again. If you continue working, alerts will continue to appear every 5 minutes. After 2 to 3 reminders (actual number is set by the **Number of Alerts** field in the Daily Limit settings) WorkPace will either give up or insist on you stopping work by displaying the Daily Limit window.

What happens if I press ignore on the daily limit window?

If you **Ignore** the work limits your break compliance score will be affected and the limit will be displayed as overdue 🚫. WorkPace will try reminding you about the limit again in an hour or so.

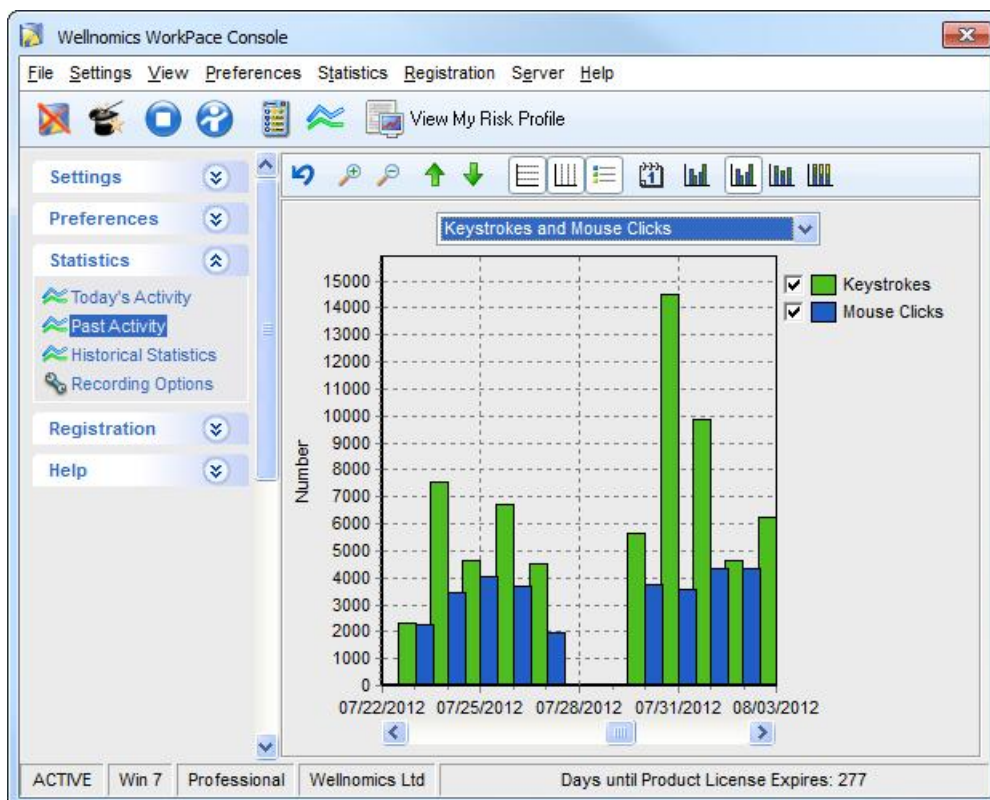
In the meantime, WorkPace breaks and micropauses will continue as usual and it is strongly recommended that you do take these if working extra time. If you have a lot of extra work the breaks may mean you take longer to finish, but it is when under greater than average stress that your body needs these breaks most.

Viewing Charts and Statistics

WorkPace keeps logs of statistics on your computer use. These statistics include:

- Keyboard and Mouse Usage
- Keystrokes and Mouse Clicks
- Work Intensity
- Break Compliance

You can look at charts and tables of these statistics to see how your activity changes over the day, and from week to week. To see these statistics open the **Statistics** panel in the WorkPace Console.



Today's Activity Chart showing keystrokes and mouse clicks over the day

You can display these charts quickly by:

- Double-Clicking on the Work Intensity  or Break Compliance Indicators  in the Status Panel or System Tray.
- Right-clicking on the Status Panel or System Tray WorkPace Icon, and selecting **View > Today's Activity** from the shortcut menu.

The statistics are divided into 3 sections. You may be asked to enter a password to access Past Activity and Historical Statistics.

If you have a WorkPace Central Network Installation you can change which statistics are recorded (and select advanced options such as 'Break and Usage Histograms'). For more information, see Recording Options.

Today's Activity

Charts your activity minute-by-minute over the current day.

Past Activity

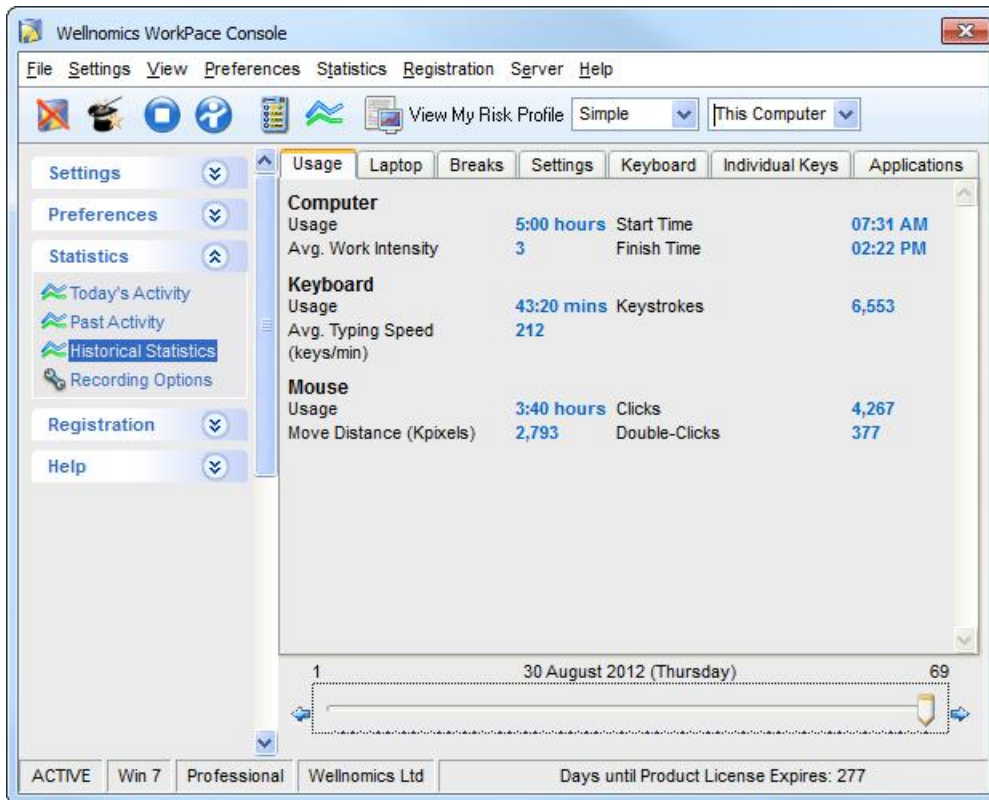
Charts your activity as trends over past weeks and months.

Historical Statistics

Shows daily summaries of your computer activity back in time to when you first started using WorkPace. For each day you can look at summary statistics on:

- Usage: Keystrokes, mouse clicks, and time using the computer.
- Breaks: How many breaks were prompted, taken, or ignored.
- Settings: A summary of what WorkPace settings you had on that day.
- Keyboard: Which common keys you use the most, and how much.
- Individual Keys: Which individual keys you use and how much.

- Applications: Which applications you use the most (for example, Word, Outlook) and how much time you spend using them.



Things you can do with Charts

These are suggestions for using some of the chart options. For more detailed information on using the chart tool, see Statistics.

Display different statistics

Select different statistics from the drop-down list.

Zoom in and out

Use the zoom   to manipulate the chart.

Special Health and Safety Regulation Requirement

WorkPace provides support for some special regulatory limits on computer use that exist in some countries. For example, in the Netherlands article 5.10 of the Dutch VDU Regulations requires employers to ensure that people using a computer take breaks of at least 5 minutes every hour, or 10 minutes every two hours.

If you live in the Netherlands, and these limits are enabled by the System Administrator, WorkPace will display the warnings below if these limits are exceeded.



WorkPace warnings about Dutch VDU Regulation limits.

See the IT Administrator's Guide for details on enabling these warnings.

5 THE WELLNOMICS® BREAKS & EXERCISES (WORKPACE®) CONSOLE

The WorkPace Console is the '*control center*' for WorkPace. From the WorkPace Console you can change your settings for break frequency and how they are enforced, see charts of your computer activity, and access the advanced features of WorkPace.

To open the WorkPace Console, either:

- Double-click on the WorkPace icon  in the Windows System Tray.
- Click once on the WorkPace icon  in the title bar of the Status Panel.
- Right-click on the Status Panel, or the WorkPace icon  in the System Tray, and select **Open WorkPace Console** from the shortcut menu.

To close it again click on the Close button .

Information in the WorkPace Console is displayed on a number of different panels which you can view one at a time using the *panel selector* on the left-hand side. You can also choose which console panel to display from the menu (for example, select **Settings > Micropause** from the menu). Shortcuts to commonly used features are displayed on the toolbar.

After changing any settings in a panel click **Apply** or **OK** to save your changes, or **Cancel** to discard them.

The next sections explain in detail the options on each panel in the WorkPace Console.

In This Chapter:

Settings	44
Preferences	51
Statistics.....	53
Registration	55
Help	55

Settings

What is the Enforcement Level?

The *Enforcement Level* for each of the WorkPace features (Micropauses, Breaks and Daily Limits) can be changed to determine how strict WorkPace is about you taking breaks.

A low enforcement level means less interruption of your work, but makes it easier to ignore breaks. A high enforcement level means WorkPace can *insist* on breaks if necessary, enforcing a break by temporarily locking the screen. To get the best benefit a medium to high enforcement level is recommended.

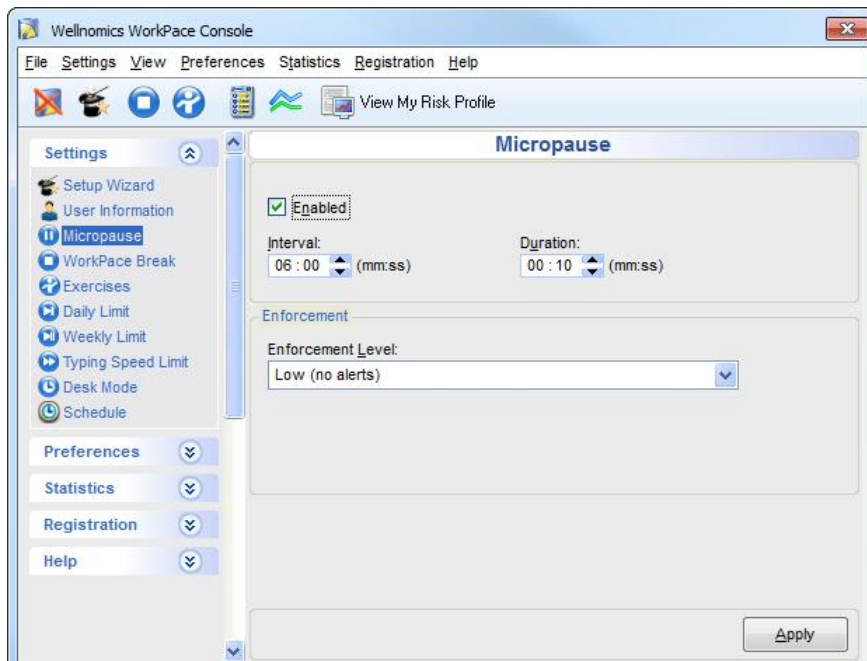
Even on the *High* enforcement level you will still get plenty of warning before a break is enforced, with both pop-up alerts and sound.

The meaning of each enforcement level is explained below:

Micropause Enforcement	Micropause Comments	Rest Break Enforcement	Rest Break Comments
Monitor Only	No Alerts	Monitor Only	No Alerts
Low (alert only)	Can Ignore every Micropause. Alerts stay visible on-screen for approx. 20 seconds prompting user to take a "natural" Micropause. Failure to take the Micropause results in an "ignore".	Low (alert only)	Alerts stay visible on-screen for approx. 30 seconds prompting user to take a "natural" break. Failure to take break results in an "ignore".
Medium - Low (alert and insist, ignore allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can Ignore every Micropause.	Medium - Low (alert and insist, ignore allowed)	Can ignore every break, and postpone once per break.
Medium (2 ignores allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can't ignore more than 2 Micropauses in a row.	Medium (only 1 ignore allowed)	Can't ignore more than one break in a row, but can postpone once per break.
Medium - High (only 1 ignore allowed)	Once Alert moves to the Insist Stage, the user is locked out from all but the Ignore option. Can't ignore more than 1 Micropause in a row.	Medium - High (postpone only)	No ignore, but can postpone once per break.
High (ignore disabled)	Once Alert moves to the Insist Stage, the user is locked out. No option to Ignore.	High (ignore disabled)	No ignore or postpone options.

Please note: From Wellnomics WorkPace version 4.2 and onwards, the Micropause Alert window does not contain a button labelled "Ignore". Ignoring a Micropause refers to clicking on the "x" button within the Micropause Alert to close the Alert window.

Micropause



Micropause settings panel

For advice on changing these settings, see [Fine-Tuning Micropauses](#). For more about micropauses and how to take them correctly, see [Micropauses](#). For more about how micropauses are prompted and enforced, see [Alerts and Break Windows](#).

Enabled

Turns micropauses on or off.

Interval

Time using the computer before a micropause will be prompted. The range of allowed values is from 30 seconds to 10 minutes. (This range may be further restricted by central settings restrictions applied by the IT Administrator - see the *IT Administrator's Guide* for more information).

Note: The interval counts *time using the computer* not just time on the clock. This means micropauses will not just appear every 5 minutes or so, but their occurrence will depend on how much time you are spending on the computer.

Duration

The duration of micropauses. This is the period of time you should stop and relax your muscles when an alert appears.

Enforcement Level

Determines how strictly WorkPace enforces micropauses. If low, you will see fewer alerts and be allowed to ignore micropauses if you wish. If high, you will see more alerts and may not be allowed to ignore the micropauses. As micropauses are so important, it is recommended that you use a relatively high enforcement level for them. Otherwise, it is too easy to get into the habit of ignoring these brief but extremely beneficial breaks.

For more information see [Break Enforcement](#).

WorkPace Break

The screenshot shows the 'WorkPace Break' settings window. At the top, the title is 'WorkPace Break'. Below the title bar, there is a section with a checked checkbox labeled 'Enabled'. Underneath this, there are two time selection controls: 'Interval' is set to '01 : 00 (hh:mm)' and 'Duration' is set to '00 : 05 (hh:mm)'. A section titled 'Enforcement' contains an 'Enforcement Level' dropdown menu currently showing 'Medium (only 1 ignore allowed)' and a 'Number of Alerts' spinner set to '3'. At the bottom right of the window is an 'Apply' button.

WorkPace Break settings panel

For advice on changing these settings, see [Fine-Tuning Breaks](#). For more about WorkPace Breaks and how to take them correctly, see [WorkPace Breaks](#). For more about how breaks are prompted and enforced, see [Alerts and Break Windows](#).

Enabled

Turns breaks on or off.

Interval

Time using the computer before a WorkPace break is prompted.

Note: The Break interval is based on time actively using the computer. If you stop using the keyboard and mouse for a while, WorkPace will stop counting. WorkPace takes into account any natural breaks you take. This means if your WorkPace Break interval is, for example, 1 hour, then you are actually likely to see break alerts much less often than this. How often will depend on how hard you are working.

Duration

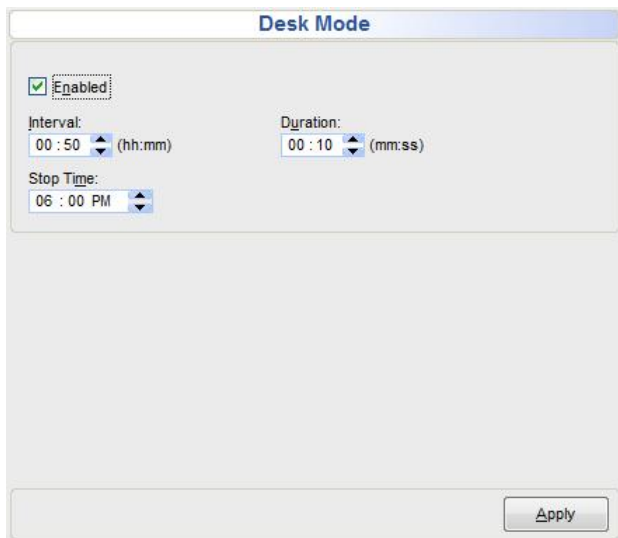
The duration of the break. This is the period of time you should stop using the computer for when the break occurs.

Enforcement Level

Determines how strictly WorkPace enforces breaks. If low, you will see fewer alerts and be allowed to ignore the break if you wish. If high, you will see more alerts and may not be allowed to ignore or postpone breaks.

For more information, see [Break Enforcement](#).

Desk-Mode Break

A screenshot of the 'Desk Mode' settings panel. The panel has a title bar 'Desk Mode' in blue. Below the title bar, there is a checkbox labeled 'Enabled' which is checked. To the right of the checkbox, there are two time settings: 'Interval' set to '00 : 50 (hh:mm)' and 'Duration' set to '00 : 10 (mm:ss)'. Below these, there is a 'Stop Time' dropdown menu showing '06 : 00 PM'. At the bottom right of the panel is an 'Apply' button.

Desk Mode

☒ Enabled

Interval: 00 : 50 (hh:mm) Duration: 00 : 10 (mm:ss)

Stop Time: 06 : 00 PM

Apply

Desk-Mode Break settings panel

For advice on changing these settings, see Fine-Tuning Breaks. For more information about Desk-Mode, and how Desk-Mode Breaks work, see Desk-Mode Breaks.

Enabled

Turns Desk-Mode Breaks on or off.

Interval

Time on the Desk-Mode timer before a Desk-Mode Break is prompted.

Duration

The duration of the Desk-Mode Break. This is the time period that you are prompted to stop working when the Desk-Mode Break occurs.

Stop Time

After this time of the day, Desk-Mode will stop functioning.

Exercises

Exercises

Setup Exercise Selection

☒ Display Exercises During Break

Exercises per Break: 3

Apply

Exercises

Setup Exercise Selection

Name: Leg Stretch Repeats: 3 Total: 35 secs

Name	Repeats	Total
Leg Stretch	3	35
Shoulder Stretch 3	3	32
Forward Lean	1	35
Trunk Side Stretch	3	47
Forearm Twists	7	47
Shoulder Capsule Stretch	3	35

↑ Add
↓ Replace
Delete

Aim: To encourage the circulation in your legs and stretch the back of your legs.

Starting Position: Sitting up tall.

Method: Gently straighten one leg until you feel a stretch in the back of your leg. Hold for 5 seconds and relax it down.

Apply

Exercise settings panel

For advice on changing these settings, see [Fine-Tuning Exercises](#). For more information about WorkPace exercises and when they occur, see [Exercises and Stretches](#).

Display exercises during WorkPace Break

Determines whether the exercise window is automatically displayed at the beginning of a WorkPace break.

Display Exercise videos

Determines if high definition video will accompany the break or animated graphics.

Exercises per break

Number of exercises and stretches displayed each time the Exercise Window appears.

Exercise Selection

Allows you to change the exercises displayed, and their order. A default exercise selection suited to your needs will be chosen automatically when you use the Setup Wizard.

Daily Limit

Daily Limit

☒ Enabled

Usage Limit: 06:00 (hh:mm) Reset At: 02:00 AM

Enforcement

Enforcement Level: Medium-Low (alert and insist, ignore allowed)

Number of Alerts: 3

Apply

Daily Limit settings panel

For advice on changing these settings, see Fine-Tuning Daily Limit.

Enabled

Turns the Daily Limit **On** or **Off**.

Usage Limit

A limit on the time spent working on the computer on any one day. It is unlikely that in a normal 8 hour day you will approach 8 hours of actual computer usage. Anything over 6 hours usage is regarded as high risk and the Daily Limit, when used, should normally be set lower than this.

Note: Remember that the Daily Limit is counting actual computer usage not just time on the clock. When WorkPace says you have 2 hours left until you reach your daily limit, it means 2 hours of computer usage left, not 2 hours of time until you leave work at 5 pm.

Reset At

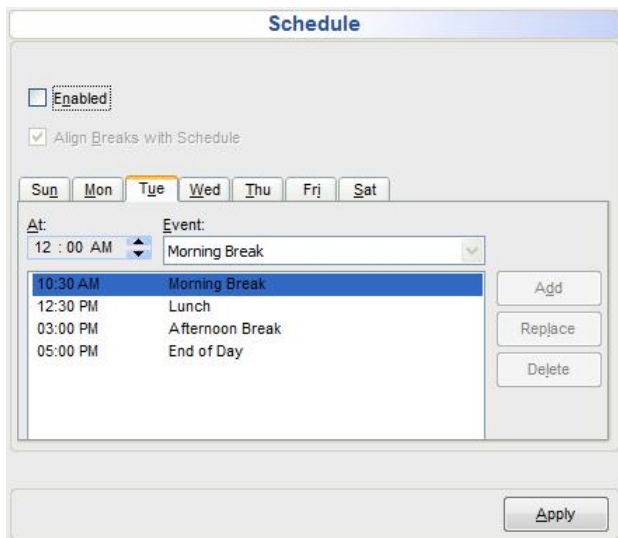
Time of day to reset the Daily Limit counter. This should be a time well after you normally finish work (e.g. 2 am.). If you work on a night shift the reset time may need to be the middle of the day instead. Note that WorkPace does not need to be running for the reset to take place.

Enforcement Level

Determines the level of enforcement for the Daily Limit. If low, you will see fewer alerts and be allowed to ignore the limit if you wish. If high, you will see more alerts and may not be allowed to ignore or postpone the limit.

See Break Enforcement, for more information.

Schedule



Schedule settings panel

The schedule helps WorkPace to arrange breaks around your regular daily activities. WorkPace can do this by aligning breaks with regular events in your daily schedule. For example, instead of asking you to take a break at 12:20 pm., WorkPace may wait 10 minutes until your normal scheduled lunch break time of 12:30 pm. For this to work you must give WorkPace a good idea of your normal weekly schedule. WorkPace can also remind you of regular meetings and appointments at the right times.

When an event is due an alert will be displayed.

Note: The alert does not interrupt the computer use.



Schedule alert

Event

The name or description of the event (for example, lunch) you wish to add to your schedule. Either type in a name or select one from the list.

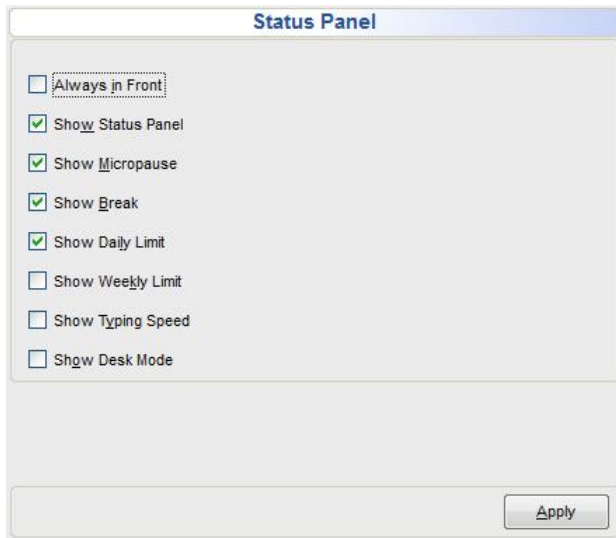
At

Time at which you want WorkPace to remind you of this event.

Note: If the event is time critical it may be a good idea to enter a slightly earlier time to ensure you have time to finish what you are doing and get to the event. For example if you have a weekly meeting at 3:00 pm, put in the event at 2:55 pm. If you have an appointment in town you may want to enter 2:45 pm.

Preferences

Status Panel



Status Panel options panel

Sets options for the Status Panel. You can also change some of these options by right-clicking on the Status Panel and selecting **Show** from the shortcut menu.

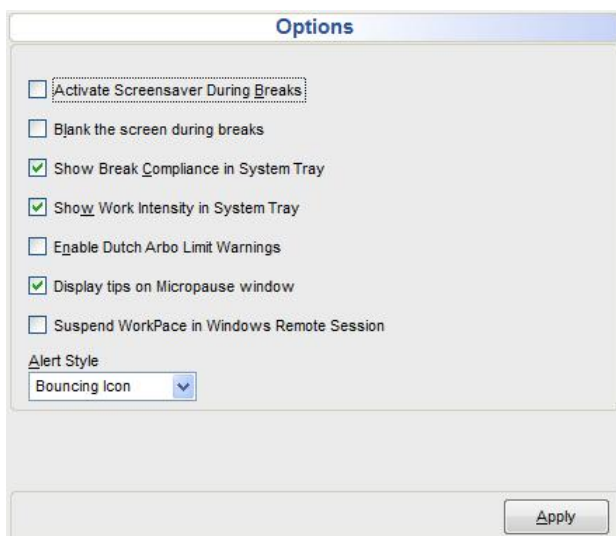
Always in Front

Status Panel will always be visible, and in front of other windows.

Show in Panel

Select which features should be displayed in the Status Panel.

Options



Options panel

Activate Screensaver During Breaks

Automatically activates your Windows screensaver when WorkPace Break or Daily Limit windows are displayed. This will protect any confidential information that may be on your screen.

Blank the screen during breaks

This feature allows WorkPace to blank the screen when WorkPace Break, Daily Limit windows are displayed. This is another way to hide sensitive or confidential information displayed on the screen while the user is away.

Show Break Compliance in System Tray

Displays the Break Compliance Indicator 🧑🏻 in the Windows System Tray (bottom right-hand corner of the Windows task bar).

Show Work Intensity in System Tray

Displays the Work Intensity Indicator 2 in the Windows System Tray (bottom right-hand corner of Windows task bar).

Enable Dutch Arbo Limit Warnings

Enables the Dutch health and safety regulatory limit warnings. Only relevant in the Netherlands. For more information, see Special Health and Safety Regulation Requirement.

Display tips on the Micropause window

Enables and disables the ability to display short tips during the time that a micropause is present onscreen.

Suspend WorkPace in Windows Remote Session

If enabled, WorkPace will automatically suspend if it detects it is running in a remote desktop session. This is particularly useful if you have WorkPace installed on two different computers and you often remote desktop from one computer to the other. Enabling this option ensures that WorkPace won't think you're using two computers at once and give you two sets of exercises & breaks at the same time. Instead, the copy of WorkPace running on the remote computer will remain in 'Standby'.

Alert Style

Allows the choice of a "bouncing Box" style notification or the classic "Flashing Border" style notification

Statistics

Today's Activity

Displays charts of your activity during the current day. This information is recorded in minute-by-minute detail. Generally this information is discarded at the end of each day, with just a daily summary of your day's activity being kept for long-term trend analysis (see Past Activity and Historical Statistics).

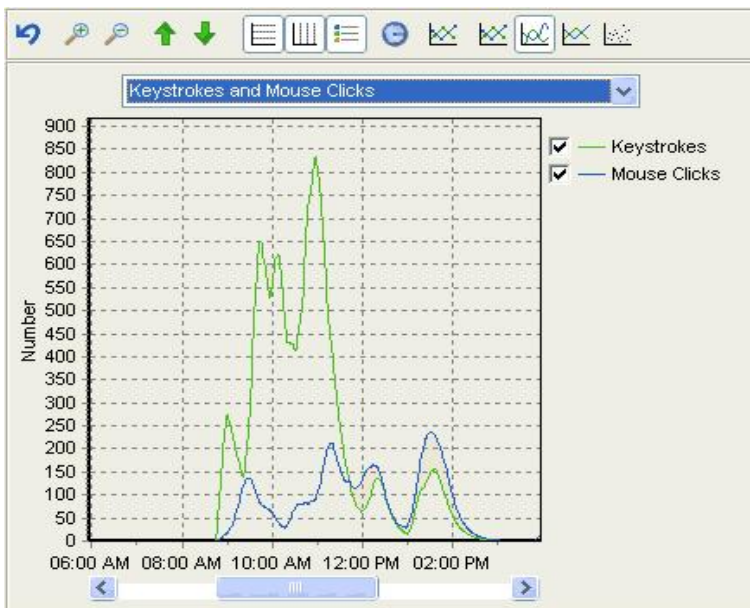


Chart of Today's Activity showing keystrokes and mouse clicks

For an overview of using the charts, see [Viewing Charts and Statistics](#).

The function of each toolbar icon is explained below:



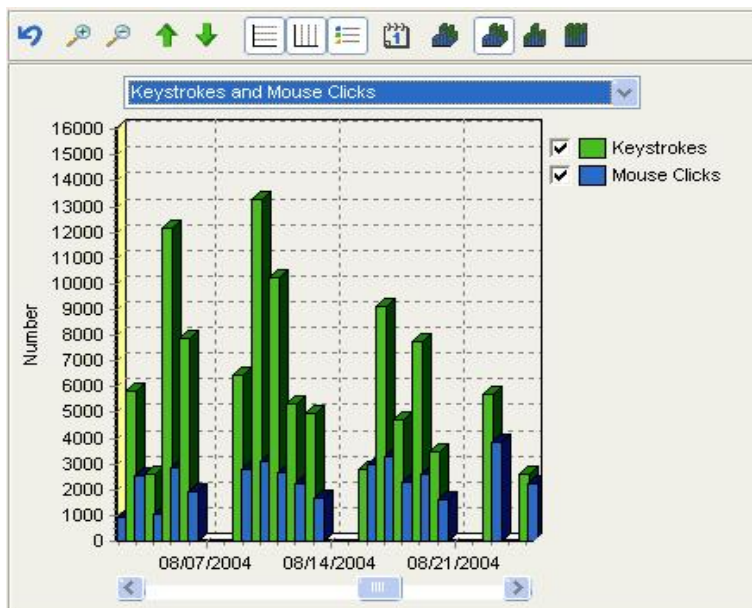
Zoom in or out. Decreases or increases the time axis to display a shorter or longer period of time.



Select chart type.

Past Activity

Displays charts of your activity over past weeks and months. Each day WorkPace logs a summary of your day's activity. These summaries are charted as daily values to see how your computer activity varies over time. See [Today's Activity](#) for detailed minute-by-minute charting of your current day's activity, and [Historical Statistics](#), for tables of past activity statistics.



For an overview of using charts see Viewing Charts and Statistics.



Zoom in or out. Decreases or increases the time axis to display a shorter or longer period of time.



Select chart type.

Historical Statistics

WorkSpace logs a summary of each day's activity. You can look through this logged information in the Historical Statistics panel.

Usage	Laptop	Breaks	Dutch Regulations	Settings	Keyboard	Individual Keys
Applications						
Workpace						
Computer Usage	7:16 mins				Keyboard Usage	17 secs
Keystrokes	55				Mouse Usage	6:42 mins
Mouse Clicks	146					
Winword						
Computer Usage	2:46 mins				Keyboard Usage	1:52 mins
Keystrokes	352				Mouse Usage	50 secs
Mouse Clicks	22					
Bcb						
Computer Usage	52 secs				Keyboard Usage	11 secs
Keystrokes	12				Mouse Usage	25 secs
Mouse Clicks	7					
Explorer						
Computer Usage	45 secs				Keyboard Usage	14 secs
Keystrokes	49				Mouse Usage	37 secs
Mouse Clicks	13					
Workpace3debug						
Computer Usage	36 secs				Keyboard Usage	28 secs
1						
12 September 2002 (Thursday)						
252						

Historical Statistics panel with Settings tab selected

Use the arrows and slider at the bottom to select the day you want to see statistics for. Each tab displays a different group of statistics.

Usage

Statistics on how you used the computer. For example, levels of keystrokes, mouse clicks, time using the mouse.

Breaks

How many alerts WorkPace 4.2 gave you, and whether you took or ignored the breaks.

Settings

A summary of your WorkPace 4.2 settings profile used on that day. This will normally be the same from one day to the next.

Keyboard

Statistics on which keys you used the most.

Individual Keys

Which keys have been used on the date in question.

Registration

Registration Details

Registration Details displays your current registration information. Once WorkPace is registered (you have purchased and entered a Registration Key), this panel shows the product you are registered for, the number of licenses, and your maintenance expiry date.

Enter Registration Key

After purchasing WorkPace you will receive a Registration Name and Registration Key. These will be sent to you either by email, or will be printed on your software license agreement. The *Registration Name* and *Key* are uniquely matched with each other and must be entered together. The key will be 20 characters, and be of the form: 3H9N-7D0Z-5LFS-NPC5-A4FE. The key encodes the product you are registered for, the number of licenses, and will include whether you have a maintenance agreement.

To purchase WorkPace and obtain a key, contact a WorkPace Reseller or see **Ordering** under the online help for more information.

For more information on registering WorkPace, see Registration.

Note: Keep your *Registration Name* and *Key* in a safe place - you will need them if you ever have to reinstall WorkPace.

Trial Extension

WorkPace can be trialed free for 30 days. Once your trial has expired, you can purchase WorkPace and obtain a *Registration Name* and *Key* to enter to continue using WorkPace.

If for some reason you need to continue trialing WorkPace for a longer period, limited trial extensions may be available. To obtain a trial extension send the **Trial Extension Request Code** (for example A14286-1924-033) to your WorkPace Reseller (to avoid typing mistakes highlight the code with your mouse and press **Ctrl+C** to copy it). You will then be sent a matching **Trial Extension Key** of the form 1793-8506-8545-668. Enter this and click **OK** to extend your trial. Once again, to avoid errors, select and copy (**Ctrl+C**) the key from the email, and then paste it (**Ctrl+V**) into the **Trial Extension Key** field.

Help

The WorkPace Help is divided into several sections:

User's Guide

Online help about WorkPace.

Computer Health Resources

Links to useful resources on ergonomics, RSI prevention, and computer health and safety.

Support

Information on obtaining software support, and answers to frequently asked questions.

Ordering

Instructions on ordering or upgrading WorkPace. Links for finding the latest pricing information, and for online ordering.

About

Copyright and product registration information.

Note: If you have a WorkPace Central Network Installation then these help sections may be customized by your health and safety department to adjust the content to better suit your organization's health and safety policy and training requirements. For information on customizing the WorkPace Help sections, see the *IT Administrator's Guide* or the *Implementation Guide*.

For further help on setting up and using WorkPace there is the additional documentation including:

IT Administrator's Guide

Implementation Guide

Guide to Healthy Computing

For more on these documents, see Further Information).

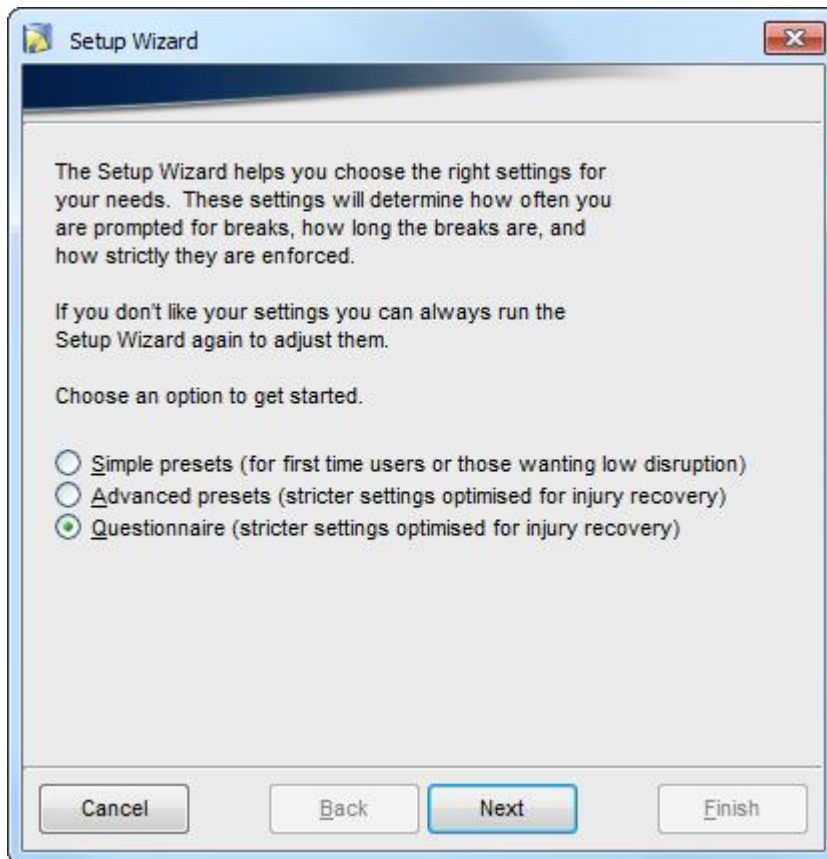
6 FINE TUNING WORKPACE

In This Chapter:

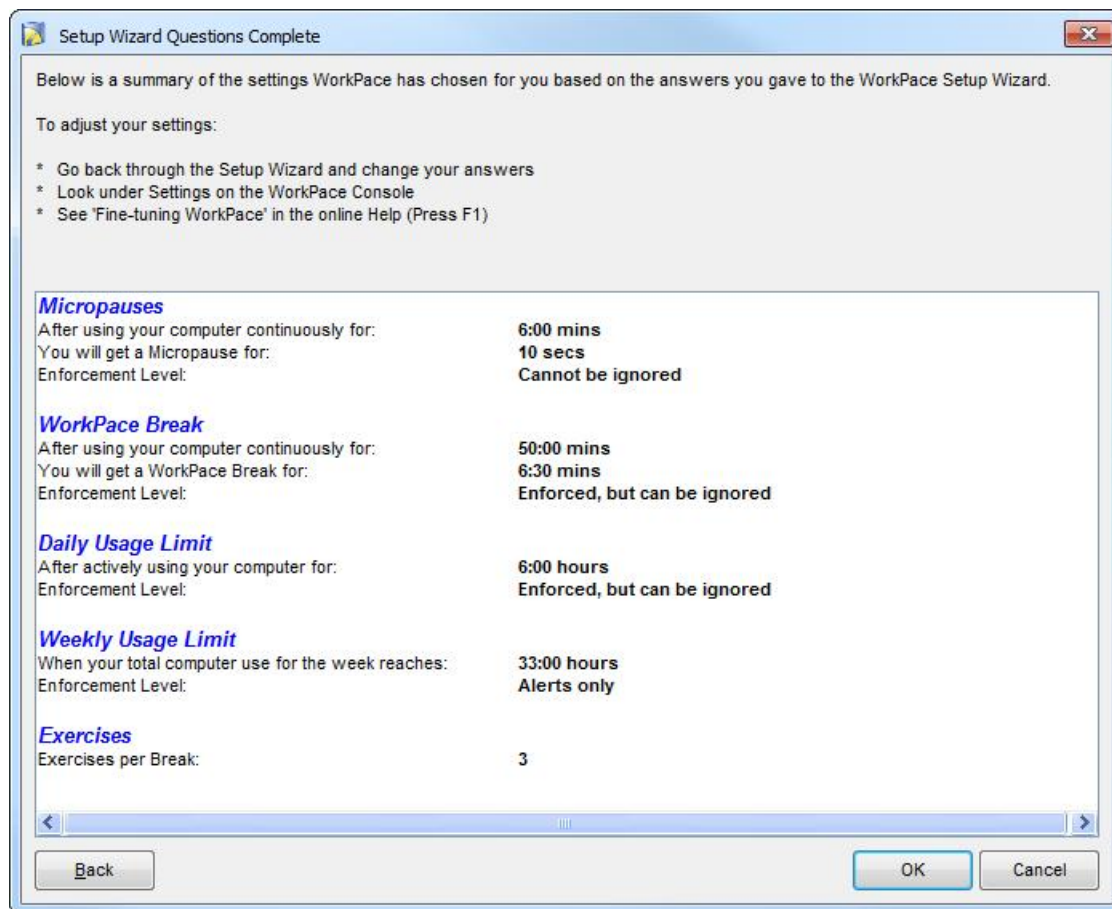
Setup Wizard Questionnaire	57
Setup Wizard Presets.....	58
Fine-Tuning Micropauses	59
Fine-Tuning Breaks	60
Fine-Tuning Exercises	62
Fine-Tuning Daily Limit	62
Fine-Tuning Status Panel	63

Setup Wizard Questionnaire

The easiest way to adjust WorkPace to your needs is to re-run the Setup Wizard questionnaire which asks about 20 questions to find out about your working habits, and any existing symptoms you have. From your answers WorkPace then calculates a suitable settings profile for you. Once complete, a summary of your new settings is shown.



Example question from Setup Wizard questionnaire

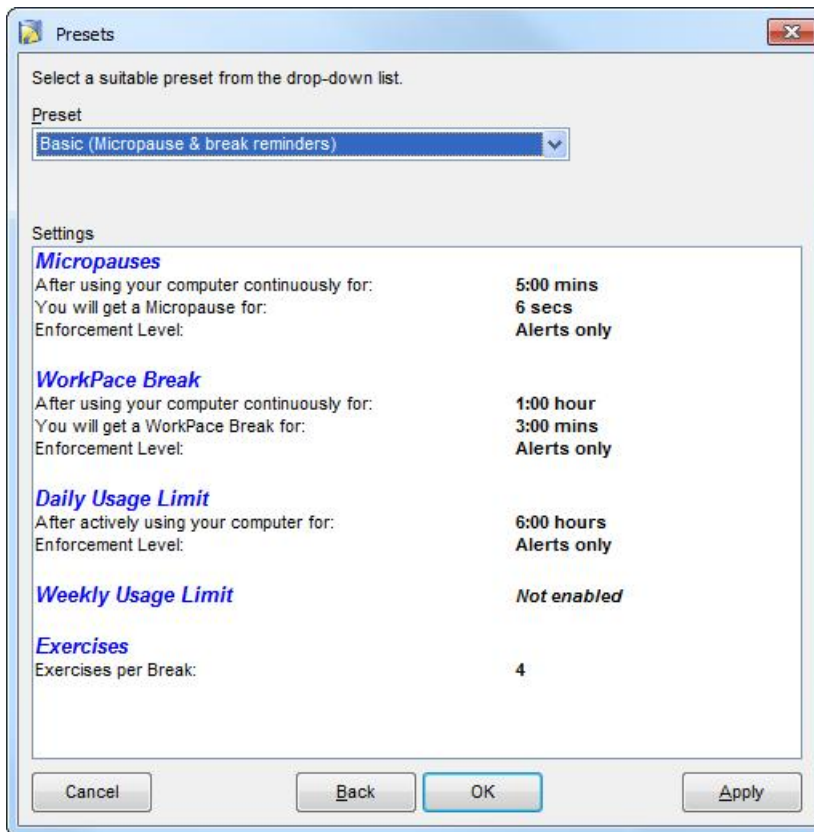


Setup Wizard summary window

Setup Wizard Presets

If you want more control over your settings, use the presets option. Choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

Access the *Presets Option* by selecting **Settings > Run Setup Wizard** from the WorkPace Console, and then choosing the second option *Use Presets*.



Setup Wizard presets

If you are not completely happy with the settings profile created by the Setup Wizard questionnaire you can control your settings in more detail by using the Setup Wizard Presets. The presets allow you to choose different options and immediately see the effect on your settings profile.

To run the *Setup Wizard*:

1. Open the WorkPace Console.
2. Either click on wizard icon  or choose **Run Setup Wizard** from the **Settings** menu.

If you want to fine-tune a specific feature of WorkPace then see the relevant section below.

Fine-Tuning Micropauses

Micropauses are the most important and efficient breaks you can take. It is advised you do not deviate too much from the recommended setup parameters.

Micropauses occur too often

You can make micropauses occur less often by increasing the micropause interval:

Open the WorkPace Console.

In the groups list on the left-hand side, open the **Settings** group and select **Micropause**.

Increase the **Interval**.

Click **Apply**.

Note: Experts recommend that micropauses be taken every 5 to 6 minutes or so. Although this may seem irritating at first, you should persevere. Micropauses are the most important of all breaks. After several weeks, taking micropauses should feel far more natural.

For more information on micropauses, see [Micropauses](#).

Micropauses are too long

Micropauses should be at least 8 seconds to provide maximum benefit.

To change the micropause length:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Micropause**.

Increase the **Duration**.

Click **Apply**.

For more information on micropauses, see *Micropauses*.

Micropauses interrupt my work

Try to take notice of the alerts and take micropauses before WorkPace interrupts you. The more 'natural' micropauses you take, the less WorkPace will interrupt you.

Remember, micropauses take less than 10 minutes in total over a whole day.

If you do not like the way WorkPace is interrupting you, you can reduce the Enforcement Level:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Micropause**.

Select a lower **Enforcement Level**.

Click **Apply**.

For more information on micropauses, see *Micropauses*.

Micropause sound is annoying

If you find the micropause warning sound is annoying you or your co-workers, you can turn off the sound:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Preferences** and select **Options**.

Remove the "tick" from the option labeled "Enable Sounds".

Click **Apply** to save your changes.

For more information on micropauses, see *Micropauses*.

Fine-Tuning Breaks

Remember that WorkPace takes into account any natural breaks you take.

Breaks occur too often

It is recommended that you take significant breaks away from the computer at least once an hour. If you feel that breaks are occurring too often you can try increasing the Break Interval:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **WorkPace Break**.

Increase the **Interval**.

Click **Apply**.

Note: If you are suffering from pre-existing pain or discomfort, it is recommended that you take a WorkPace Break more often (for example, several times an hour).

For further information on WorkPace Breaks, see *WorkPace Breaks*.

Breaks are too long

Breaks are recommended to be a minimum of 5 to 10 minutes every hour or 10 to 15 minutes every 2 hours. If you wish to decrease the break length then:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **WorkPace Break**.

Decrease the **Duration**.

Click **Apply**.

For further information on WorkPace Breaks, see WorkPace Breaks.

Breaks interrupt me, or stop me from working

Although you may find breaks interrupt you at first, you should learn to organize your work so you can spend the break time doing a different, non computer-related activity. However, if you wish, you can reduce the Enforcement Level to reduce interruption:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **WorkPace Break**.

Select a lower **Enforcement Level**.

Click **Apply**.

For further information on WorkPace Breaks, see WorkPace Breaks.

Breaks are at inconvenient times

You can reduce the likelihood of WorkPace interrupting you at inconvenient times by:

Taking regular natural breaks yourself, when most convenient. The more natural breaks you take, the less WorkPace will interrupt you.

Telling WorkPace about the regular events (for example, lunch, morning coffee break, Monday meeting) that you normally have in your day, so that WorkPace can try to align breaks with these events. Do this by entering events into the WorkPace Schedule.

To enter events into the WorkPace Schedule:

Open the WorkPace Console.

Make sure the schedule is **Enabled** and **Align Breaks with Schedule** is ticked.

Enter your events for each into the schedule.

Click **Apply**.

For further information on WorkPace Breaks, see WorkPace Breaks.

I never get a WorkPace Break

This may mean you are already taking many short breaks away from the computer. However, it may also mean that your WorkPace Break **Interval** is too high, or the WorkPace Break **Duration** is too low. To change:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **WorkPace Break**.

Decrease the **Interval**, or increase the **Duration**.

Click **Apply**.

Note: You can also take breaks whenever you like by clicking the Break button  in the Status Panel, or micropause window, or by selecting **Take a WorkPace Break** from the WorkPace shortcut menu

(right click on the WorkPace icon  in the System Tray).

For further information on WorkPace Breaks, see WorkPace Breaks.

Fine-Tuning Exercises

I never get any exercises

WorkPace normally displays the Exercise window when a WorkPace Break occurs. If you are not getting breaks very often then you will not see the Exercise window. See *I never get a WorkPace Break* for advice on changing this.

WorkPace also prompts you to do exercises regularly by changing the Exercise button to red . If you see this button turn red, double-click on it to open the Exercise Break window.

To ensure you get prompted to do exercises regularly:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Exercises**.

Make sure the checkbox for **Display Exercises during Breaks** is ticked.

Click **Apply** to save any changes.

Note: The **Prompt for Exercise Break Every** is not time on the clock, but rather elapsed time using the computer. Remember that you can do exercises anytime you wish by clicking the Exercise button  in the Status Panel, or any break window, or by choosing **Do Exercises** from the WorkPace shortcut

menu (right-click on the WorkPace Icon  in the System Tray).

For more information on exercises see Exercises and Stretches.

I want more exercises to be displayed

You can increase (or decrease) the number of exercises displayed each exercise break:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Exercises**.

Change the **Exercises per Break**.

Click **Apply**.

For more information on exercises see Exercises and Stretches.

Fine-Tuning Daily Limit

Daily Limit warning appears too early

Experts recommend that do you not spend more than 6 hours a day using a computer. To adjust your Daily Limit:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Daily Limit**.

Change the **Work Limit**.

Click **Apply**.

Daily Limit window locks up the computer

To avoid this you can increase the number of alerts before the limit is enforced, or reduce the Enforcement Level:

Open the WorkPace Console.

In the groups list on the left-hand side, open **Settings** and select **Daily Limit**.

Select a lower **Enforcement Level**.

Click **Apply**.

Fine-Tuning Status Panel

The Status Panel displays information on upcoming breaks and limits. For more information, see Status Panel.

Status Panel is in the way, or is too large

Try one of these options below:

Move the Status Panel

Drag the window to a different location (top right-hand corner of screen is usually best). WorkPace will automatically remember and keep track of its location and place it there next time you use the computer.

Hide some of the information

Right-click on the Status Panel to open the WorkPace shortcut menu. Choose Show and select the features you want displayed. For example, unselect Daily Limit to leave just the Micropause and WorkPace Break displayed.

Change the Status Panel Orientation

Right-click on the Status Panel to open the WorkPace shortcut menu. Choose Change Status Panel Orientation.

Change the Status Panel Color

Right-click on the Status Panel to open the WorkPace shortcut menu. Choose Change Status Panel Color. A color palette will be displayed for you to select the desired color.

Status Panel has disappeared

Right-click on the WorkPace Icon  in the System Tray to open the WorkPace shortcut menu. Select Display Status Panel.

You can also display the Status Panel by clicking on the  icon on the WorkPace Console toolbar.

7 GLOSSARY OF TERMS

A

Alert Window

A window displayed briefly to remind the user to take a Micropause or Break. The alert changes color to indicate when the Micropause or Break is about to be enforced.

B

Break Compliance Indicator

An indicator on the Status Panel and in the System Tray displaying a happy or sad face telling the user how well they are adhering to their WorkPace break regime.

D

Daily Limit

Denotes the limit on time spent using the computer in one day.

E

Enforcement Level

Parameter settings for each of the WorkPace features (Micropauses, Breaks, and Daily Limits) which determine how strict WorkPace is with the user about taking breaks.

Exercise Window

A window displayed during a WorkPace Break which shows a range of exercises. May be displayed at any other time when chosen by the user.

F

Firewall

A method for implementing security policies designed to keep a network secure from intruders. Firewalls are widely used to give users secure access to the Internet as well as to separate a company's public web server from its network.

M

Micropause

A short pause of a few seconds to reduce muscle tension and restore blood flow to muscles.

R

Registration Key

A code provided to the client once they have purchased WorkPace. Must be attached to the Registration Name.

Registration Name

The name to which the software is registered. The Registration Name is uniquely matched to the Registration Key. Both must be provided to WorkPace to activate the software.

S

Setup Wizard

Runs automatically to assist users in selecting the settings most suitable to their needs. When using the Setup Wizard users can select either the questionnaire or the presets option.

Setup Wizard Advanced Preset

Use the Advanced presets option to choose from a range of presets optimized for prevention or rehabilitation, low or high enforcement.

Setup Wizard questionnaire

Asks about 20 questions to find out a user's work habits and any existing symptoms. From the answers WorkPace then calculates a suitable settings profile for the user.

Setup Wizard Simple presets

Here you may choose from a range of simplified presets, offering a range of different setting options optimized for first time users or those wanting low levels of disruption.

Status Panel

Provides the user with information about the current status of WorkPace such as time remaining until the next Micropause, or WorkPace Break for example.

System Tray

A special area in the Windows Task Bar (in the bottom right-hand corner of the screen) that displays system icons. The System Tray is used to display the WorkPace program icon, and the Work Intensity and Break Compliance Indicators.

T

Task Bar

The special bar along the bottom of the Windows screen that contains the Windows Start button, icons for all currently running programs, and in the right-hand corner, the System Tray.

Trial Extension

Allows the user to extend their Trial Period. Must be matched to a Trial Extension Request Code.

Trial Extension Request Code

A unique code generated by WorkPace upon expiry of a trial. This code can be sent to a WorkPace Reseller who will provide a unique matching Trial Extension Key that will extend the trial for a set period (for example, 28 days).

V

Visual Analogue Pain Scale

The WorkPace Pain Questionnaire uses the scientifically validated Visual Analogue Scale (VAS) to allow users to rate their pain levels. The scale uses "anchors" at each end to indicate extremes ("no pain and "worst possible pain"), a method shown in studies to be less vulnerable to biases or distortions in rating.

W

Wellnomics Risk Management

Wellnomics WorkPace may be installed to allow for the synchronization of user data and settings with a centralized web-based application called Wellnomics Risk Management. Running within your company's own corporate firewall, Wellnomics Risk Management also provides an integrated web-based ergonomics solution, including training, risk assessments, and online reporting.

Work Intensity Indicator

An indicator on the Status Panel and in the System Tray showing numbers telling the user how intensely they are currently using their computer.

WorkPace Break

A break of 5-10 minutes taken approximately every hour of computer usage during which the user should take a break from using the computer.

WorkPace Console

The main 'control center' for WorkPace. Provides users access to their personal WorkPace settings, and allows them to view and chart computer use statistics, enter registration details, and access help and support information.

WorkPace Discomfort Report

A method for notifying symptoms or injury to supervisors or health and safety managers. Includes a scientifically validated Visual Analogue Pain Scale.

WorkPace Program Icon

An icon representing the WorkPace program that appears on the Status Panel, and in the System Tray (together with the Break Compliance and Work Intensity Indicators). Double-clicking on the WorkPace Program Icon will open the WorkPace Console.

8 INDEX

A

About This Guide • 4
Alert Window • 59
Alerts and Break Windows • 20
Always remember! • 7

B

Break Compliance Indicator • 23, 59
Break Enforcement • 21
Breaks are at inconvenient times • 56
Breaks are too long • 56
Breaks interrupt me, or stop me from working • 56
Breaks occur too often • 55

C

Can I take a break at any time? • 30
Customizing the Status Panel • 19

D

Daily Limit • 44, 59
Daily Limit warning appears too early • 57
Daily Limit window locks up the computer • 57
Daily Limits • 34
Desk-Mode Break • 42
Desk-Mode Breaks • 31
Downloading and Installing WorkPacefor Windows from the Internet • 9

E

Enforcement Level • 59
Enter Registration Key • 50
Exercise Window • 59
Exercises • 43
Exercises and Stretches • 32
Exiting WorkPace • 16

F

Fine Tuning WorkPace • 52
Fine-Tuning Breaks • 55
Fine-Tuning Daily Limit • 57
Fine-Tuning Exercises • 57
Fine-Tuning Micropauses • 54
Fine-Tuning Status Panel • 58
Firewall • 59
Further Information • 7

G

Getting Help • 16
Getting Started • 9
Getting the Most from WorkPace • 7

H

Help • 50
Historical Statistics • 36, 49
How are the limits measured? • 34
How do I know I am reaching my limit? • 34
How do I take a micropause? • 25
How does Desk-Mode work? • 31
How is work intensity measured? • 23
How often should I do the exercises and stretching? • 34
How often will I get breaks? • 29
How often will I see micropause alerts? • 27
How should I do the exercises? • 30, 33

I

I never get a WorkPace Break • 56
I never get any exercises • 57
I want more exercises to be displayed • 57
Important file locations • 10
Installing Wellnomics® Breaks & Exercises (WorkPace®) • 9
Introduction • 5

M

Micropause • 40, 59
Micropause sound is annoying • 55
Micropauses • 24

Micropauses are too long • 55
Micropauses interrupt my work • 55
Micropauses occur too often • 54

O

Office Ergonomics and Wellnomics® Breaks & Exercises (WorkPace®) • 5
Options • 46
Other resources • 7
Overview of the WorkPace User Interface • 17

P

Past Activity • 36, 48
Preferences • 46

R

Registration • 10, 50
Registration Details • 50
Registration Key • 59
Registration Name • 59
Running WorkPace for the First Time • 10

S

Schedule • 45
Settings • 39
Setup Wizard • 11, 59
Setup Wizard Advanced Preset • 59
Setup Wizard Advanced presets • 13
Setup Wizard Presets • 53
Setup Wizard questionnaire • 59
Setup Wizard Questionnaire • 13, 52
Setup Wizard Simple presets • 12, 59
Special Health and Safety Regulation Requirement • 37
Standby • 15
Statistics • 47
Status Panel • 19, 46, 59
Status Panel has disappeared • 58
Status Panel is in the way, or is too large • 58
System Requirements • 9
System Tray • 59

T

Task Bar • 60
The Wellnomics® Breaks & Exercises (WorkPace®) Console • 39
Things you can do from the Status Panel • 19
Things you can do from the WorkPace Console • 23
Things you can do with Charts • 37
Today's Activity • 36, 47
Trial Extension • 50, 60
Trial Extension Request Code • 60

U

Uninstalling WorkPace • 10
Upgrading to a new version • 9
User Sign Up • 15
Using Wellnomics® Breaks & Exercises (WorkPace®) • 17

V

Viewing Charts and Statistics • 35
Visual Analogue Pain Scale • 60

W

Wellnomics Risk Management • 60
What are daily limits for? • 34
What are the benefits of exercises and stretches? • 33
What does WorkPace do? • 5
What happens if I ignore the micropause? • 28
What happens if I press ignore on the daily limit window? • 35
What happens when a Desk-Mode Break occurs? • 32
What happens when a WorkPace Break occurs? • 29
What if I already take micropauses? • 27
What if I ignore the break altogether? • 31
What if I keep on working after a daily limit alert? • 35
What if I keep working after a break alert appears? • 30
What if I keep working when an alert appears? • 27
What is a micropause and why is it needed? • 24
What is Desk-Mode? • 31
What is the Enforcement Level? • 39
What should I do during a WorkPace Break? • 31
When should I do some exercises? • 32
When should I take a break? • 28
When should I take a Desk-Mode break? • 32

When should I take a micropause? • 24
Windows • 9
Work Intensity Indicator • 23, 60
WorkPace Break • 41, 60
WorkPace Break and why is it needed? • 28
WorkPace Breaks • 28
WorkPace Console • 22, 60
WorkPace Discomfort Report • 60
WorkPace Features • 5
WorkPace in the System Tray • 20
WorkPace Program Icon • 60